

Field

Case

Reporting



Guides, Instructions, Resource Documents, Worksheets

Updated and Re-assembled February, 2009; December 2009; March 2011; July 2011; Sep 2012; Dec 2013; March 2014

T.T.S. Barbara J. Barrett, IDQC, Education and Training Division



The Advocate

Special Edition

November 2010

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A Department Advocate Section Publication for Department Members

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RULE 14

A sworn officer's credibility and veracity are at the core of his or her ability to effectively police and therefore maintain his or her State of Illinois law enforcement officer certification. Officers should be vigilant about the protection of their reputation and their credibility.

Incurring a sustained Rule 14 violation will have a detrimental impact on a member's career. Both criminal and civil attorneys subpoena disciplinary files of Department members. If a member has a sustained Rule 14 violation history, that member's testimony in a court of law can be impeached by calling into question that member's credibility and veracity. Ultimately, the Cook County State's Attorney's Office, and where appropriate, the United States Attorney's Office, decide whether to prosecute a case where the arresting or investigating officer has a sustained Rule 14 violation or other similar sustained violations. The inability of an officer to testify in court will have a significant impact upon their career.

All Department members are required and expected to be truthful in every aspect of their profession. Inherent in this requirement are member's statements made to the Internal Affairs Division (IAD) and the Independent Police Review Authority (IPRA). Violation of Department Rule 14: Making a false report, written or oral is a serious matter with severe consequences.

IAD and IPRA will consider the circumstances of a member's statement that is determined to be false or misleading. An intentional false or misleading statement, whether written or oral, will lead to a sustained violation of Rule 14 with the possibility of a member's separation from the Department. Members have been recommended for separation for a sustained Rule 14 violation for intentional false or misleading statements in the following situations:

1. investigative report, including case reports, or any official court document such as an arrest or search warrant, affidavit or criminal complaint;
2. testimony in any judicial proceeding;
3. information in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States (18 USC 1001); or
4. to an IAD or IPRA investigator during the course of an interview.

RECENT DISCHARGE CASES FOR VIOLATION OF RULE 14

An officer was off-duty and drinking in a bar/restaurant and entered a restroom and confronted the attendant. The officer displayed a knife and/or threatened to slit the throat of the attendant after directing racial slurs to said individual; the officer then made a false report by denying making the threat and claiming to be the victim.

An officer who was on the medical received a return to work status report from their treating physician. The officer submitted altered medical documents to the Medical Services Section, which falsely listed the officer's modified duties and/or the date of the next doctor's appointment and/or pending re-evaluation.

A motorist was taken to the hospital after an accident and it was determined that the motorist was intoxicated. The on-call doctor called 911, and an officer was dispatched to the hospital. The doctor explained the situation to the officer; however, the officer refused to issue citations for driving while under the influence of alcohol, and would not document the incident. When a supervisor was summoned to the hospital, the officer submitted a false report by denying discussing the incident with the doctor.

An officer was dating a felon and obtained the felons' arrest information by accessing the Department's database. The officer continued to associate with the known felon and then made false statements to the investigator when the officer denied knowing the person was a felon and denied obtaining the person's criminal histories, after it was shown the officer knew the person to be a felon because the officer used their official position for personal gain when the officer obtained the Arrestee and Criminal History of the person.

An officer refused to enter the Department vehicle they were assigned, indicating the vehicle was unsafe. After a supervisor drove the vehicle and determined the vehicle was a safe vehicle, the officer failed to make notifications to a supervisory member of what the officer believed to be deficiencies of a Department vehicle. When informed that the vehicle was safe, the officer stated, "I am going to be IOD." The officer then submitted a false report when the officer completed an Injury on Duty Report and a Hospitalization Report stating that the officer was injured by falling out of the Department vehicle, when in fact the officer was not injured.

Two police officers initiated an unauthorized vehicle pursuit which caused them to leave their assigned district. The officers failed to notify the zone dispatcher they were involved in a traffic pursuit; they left their district without informing a supervisor; they left the scene of a fatal accident and failed to render aid to the victim(s); and, they made a false report when they indicated on a Contact Card that they stopped a motorist three miles from the scene of the fatal accident where they were observed.

It is absolutely imperative that law enforcement officers maintain uncompromising professional and personal integrity. Failure to do so will attack an officer's credibility and effectively render his testimony meaningless. If an officer cannot effectively testify, the officer cannot effectively enforce the law.

**DEPARTMENT REPORTS, PUBLICATIONS, SURVEY RESPONSES AND OFFICIAL STATISTICS**

| | | | |
|------------------------|------------------------|------------------------|----------------|
| ISSUE DATE: | 13 August 2003 | EFFECTIVE DATE: | 14 August 2003 |
| RESCINDS: | S03-13 | | |
| INDEX CATEGORY: | Information Management | | |

I. PURPOSE

This directive:

- A. specifies Department requirements for preparing all official reports, directives, and correspondence with individuals, organizations, and agencies.
- B. specifies procedures for controlling the Departments publication and dissemination to the public of reports and documents.
- C. establishes procedures for responding to surveys submitted to the Department by individuals, organizations, and agencies.
- D. establishes procedures for the approval of official Departmental statistics.

II. POLICY

- A. It is the policy of the Department to provide:
 - 1. individuals, organizations, and agencies with copies of official Department reports that substantiate a loss of property or personal injury.
 - 2. other governmental entities, the media, and general public with reliable statistical and related information.
- B. Department members are prohibited from disseminating, releasing, altering, defacing or removing any Department record(s) or information unless such action is required as part of their official duties.

III. FORMAT FOR DEPARTMENT REPORTS

- A. Black or dark blue ink will be used for the handwritten portions and signatures of all official Department directives, reports, forms, records, and correspondence.
- B. Recording Dates and Times
 - 1. Department members will comply with the following guidelines in all intra-Departmental written communications, including Department directives, reports, forms, records, and correspondence.
 - a. Dates will be written as the number of the day, followed by either the written month or the three letter abbreviation for the month, followed by the four digits of the year. For example,
 - (1) 10 August 2003,
 - (2) 10 Aug 2003.
 - b. Time will be written in the military manner using four digits, from 0001 to 2400, without punctuation, with the first two digits designating the hour and the second two digits designating the number of minutes past the hour. For example,
 - (1) 12:01 AM is written as 0001 hours,

- (2) 2:15 PM is written as 1415 hours,
 - (3) 12:00 PM is written as 1200 hours,
 - (4) 12:00 AM is written as 2400 hours.
2. The conventional method of stating dates and times will be used by Department members in all written communications with individuals, organizations, and agencies, including arrest warrants, traffic citations, and general correspondence. For example,
- a. August 10, 2003
 - b. 12:01 AM
 - c. 2:15 PM

Terry G. Hillard
Superintendent of Police

03-042 LMT/TJL(PMD)[LBM]

ADDENDA:

- 1. S09-05-01 - Department Reports and Letters of Clearance
- 2. S09-05-02 - Department Publications
- 3. S09-05-03 - Survey Responses and Official Statistics

**DEPARTMENT REPORTS AND LETTERS OF CLEARANCE**

| | | | |
|------------------------|------------------------|------------------------|----------------|
| ISSUE DATE: | 13 August 2003 | EFFECTIVE DATE: | 14 August 2003 |
| RESCINDS: | S03-13-01 | | |
| INDEX CATEGORY: | Information Management | | |

I. PURPOSE

This directive:

- A. defines the Department's reporting standards and establishes their issuing authority.
- B. specifies requirements and responsibilities for preparing official Department reports.
- C. establishes the procedures by which the general public may obtain Department reports or a Letter of Clearance (CPD-31.421 or 31.422 or 31.423).

II. REPORTING STANDARDS**A. Field Reporting Manual (CPD-63.450)**

1. The Field Reporting Manual establishes the standards and procedures for the completion of incident case reports. The manual is issued in the name of the Superintendent and authenticated by the command staff member of the Research and Development Division.
2. The Policy and Procedure Section of the Research and Development Division will maintain and update the Field Reporting Manual.

B. Incident Reporting Guide (CPD-63.451)

1. The Incident Reporting Guide lists the established Illinois Uniform Crime Reporting (I-UCR) codes, offense classifications, incident descriptions, report types, and location codes. This guide is issued in the name of the Superintendent and authenticated by the command staff member of the Research and Development Division.
2. The Research and Analysis Section, Research and Development Division will maintain and update the Incident Reporting Guide and the related reporting standards, codes, code tables, and informational guides.

III. DEPARTMENT REPORTS**A. General Functions**

Department reports provide:

1. an accurate record of the official actions of Department members concerning matters of police concern;
2. necessary information to Department members and personnel from other authorized agencies to facilitate the completion of an effective investigation;
3. information needed to determine the efficient assignment and distribution of Department personnel and resources;
4. a basis for supervisors to evaluate work performance and provide guidance to subordinates;
5. data for statistical analysis, appraising crime conditions, and evaluating the effectiveness of law enforcement strategies;
6. protection against groundless accusations against Department members;

7. a record of victims' injuries or property loss or damage; and
8. documentation relating to court orders and subpoenas in civil and criminal proceedings.

B. Illinois Supreme Court Discovery Rule

Illinois Supreme Court Rule 412 governs the discovery of relevant evidence and reports to a requesting defense attorney. Subject to discovery under Rule 412 are written or recorded statements of defendants or witnesses, memoranda containing substantially verbatim reports of oral statements of defendants or witnesses, Department reports, other documents, notes, photographs, or tangible objects which the prosecutor intends to use in a hearing or trial. Additionally, materials or information which would be discoverable if in the possession or control of the prosecuting attorney but which are in the possession or control of other governmental personnel shall also be made available for use by the defendant's counsel.

C. Completion of Preliminary Case Reports

1. Detailed instructions for the completion of a case report are listed in the Field Reporting Manual. Members will follow these instructions when completing any case report.
2. Members will complete and submit all preliminary case reports within their tour of duty.
3. Members who complete a case report by using an automated application (such as AIRA, CHRIS, or CLEAR) will provide all necessary information required by the application's fields in the manner described in this directive, the Field Reporting Manual, Incident Reporting Guide, and the user's manual for the application.
4. Every case report will be classified consistent with the Field Reporting Manual and the standards of the I-UCR program as indicated in the Incident Reporting Guide.
 - a. Reporting classifications will be selected based upon the facts of each incident.
 - b. Once the appropriate classifications have been determined, the member will obtain a Records Division (RD) number by choosing the corresponding I-UCR code from the Incident Reporting Guide and:
 - (1) requesting that the dispatcher assign an RD number or;
 - (2) entering the required information in the appropriate computer menu screen on either a (PCAD) terminal located in a unit or a PDT or;
 - (3) contacting the administrative desk of the Office of Emergency Management and Communications (OEMC).
 - c. In lieu of an I-UCR code for Traffic Crash Reports, members will use the:
 - (1) Code 99A for Type A traffic crashes.
 - (2) Code 99B for Type B traffic crashes.
5. Members will accurately record the RD number in the designated box(es) on the report or in the application.
6. For each report, members will obtain the OEMC "event number," which is a daily sequential numbering of all incidents reported to the OEMC. For reporting purposes, the event number consists of the last five digits of the sequential number.
 - a. On traffic crash reports, the event number will be listed in the bottom margin of the report, directly below the signature box of the reporting member, and will be designated as "Event #" followed by the five digits.
 - b. In all other case reports, the event number will be recorded in the specified box or, if no specified box, as the first item in the narrative as "Event #" followed by the five digits.
7. When assigned to a bona fide traffic crash investigation and the member discovers criminal or noncriminal activity that needs documentation, the member will complete both a Traffic

Crash Report and the appropriate case report to document the criminal or noncriminal activity. The member will obtain a separate RD number for each report, with the first RD number assigned to the traffic crash.

8. If a complaint is determined to be unfounded before an RD number has been obtained, the reporting member will not complete a case report and will handle the assignment consistent with the procedures established in the Department directive entitled "Miscellaneous Incident Reporting Procedures."
9. If a complaint is determined to be unfounded after an RD number has been obtained, the reporting member will note in the narrative portion of the appropriate report that the incident is to be unfounded.
10. Reporting members will inform the victim/complainant of the RD number and provide a completed Victim Information Notice (CPD-11.380 Part 3) to the victim / complainant when applicable.

D. Case Report Signatures

Members working a two-person beat car and completing a case report will personally sign the reports in the appropriate spaces. However, one member may sign for a second member by signing the second member's name and placing the first member's initials and star number immediately following the second member's signature only if all of the following circumstances are met:

1. the second member is unable or unavailable to sign; and
2. the member actually completing the report advised the second member of the content of the report; and
3. the second member gave the first member permission to sign the report on behalf of the second member.

E. Supervisory Review of Case Reports

Supervisors will:

1. promptly review submitted reports.
2. return to the submitting member any report which is found to be incomplete, incorrect, or insufficient.
3. ensure that only reports which have been properly completed and are acceptable are signed or otherwise designated as approved and forwarded for processing. Acceptable reports are those which:
 - a. are designated with classifications that are supported by the narrative consistent with the standards established in the Incident Reporting Guide.
 - b. have narratives that describe the facts of the incident.
 - c. contain all essential information such as victim's name and address, contact phone numbers, address of occurrence, and other required information such as notifications and descriptions and identifying numbers of stolen, lost, or found property.
 - d. indicate that the reporting member conducted a thorough and complete preliminary investigation.

F. Completion of Arrest Reports and Related Documents

1. Arrest Report Form Sets

- a. Members will complete all un-shaded fields of an Arrest Report and ensure that the narrative of the report includes sufficient information to establish probable cause to arrest, substantiating each element of each charge placed against an arrestee.
- b. The arresting member will sign the affirmation statement on the bottom of the narrative section of both the Permanent Record-Records Division (white) and Court

Sergeant (blue) pages of all arrest reports in the presence of a Department member sworn as a deputy clerk of the Circuit Court of Cook County.

- c. The Department member acting as a deputy clerk will witness the arresting officer signing the affirmation statement before affixing his or her own signature on both pages of the reports.

2. Automated Application for Arrests

- a. Members will complete all required fields of the arrest application and ensure that the narrative includes sufficient information to establish probable cause to arrest, substantiating each element of each charge placed against an arrestee.
- b. The signature and affirmation requirements listed in Item III-D will be satisfied by the member entering their own PC login into the application at the beginning of the reporting process or by such other digital or electronic process of authentication and approval as established in the related computer application.

G. Court Complaints

1. Prior to submitting a court complaint to a complainant for their signature, members will indicate on the complaint:
 - a. the defendant's name;
 - b. the complainant's name;
 - c. the related charge information and corresponding date of the offense; and
 - d. the elements of the offense to be charged and the corresponding description of the offender's actions which substantiate those elements.
2. A member acting as a deputy clerk will witness the complainant signing the court complaint before affixing their own signature on the document.

IV. PUBLIC ACCESS TO REPORTS

- A. Members of the general public may obtain a copy of a case report or other document containing information to substantiate a personal injury or a loss or damage to property. Such reports, except for Traffic Crash Reports, will be reviewed by Department personnel prior to their release in order to remove the investigative and statement portions as well as other such sensitive information. Members of the general public may initiate this process:
 1. in person, at Central Police Headquarters with the payment of the applicable fee as designated in Item IV-B.
 2. by mail:
 - a. addressed to Chicago Police Department, Records Inquiry and Customer Service Section, Unit 163
 - b. including the following information:
 - (1) the victim's or reporting person's name and address,
 - (2) the type and location of incident,
 - (3) the RD number,
 - c. accompanied by a:
 - (1) self-addressed stamped envelope;
 - (2) check or money order payable to the "Department of Revenue, City of Chicago" in the amount of the payment of the applicable fee as designated in Item IV-B.

B. Applicable Fees

1. \$.50 for each copy of a case report.
2. \$5.00 for each Traffic Crash Report (CPD-22.110)
3. \$20.00 for a report generated by an accident reconstruction officer or accident reconstruction team in the case of traffic crash.

- C. If a member of the general public is unsatisfied with an edited report and requests full disclosure of the information contained in any official Department report, the requester will be advised to submit a request for such information under the Freedom of Information Act to the Manager, Records Services Division consistent with the procedures established in the directive Freedom of Information.

V. LETTERS OF CLEARANCE

- A. A Letter of Clearance (CPD-31.421 or 31.422 or 31.423) is a letter that certifies whether or not a person has been convicted of a criminal offense (excluding traffic or minor regulatory ordinances). This letter is issued for passport, immigration, or adoption purposes only and cannot provide a character reference or identification.
- B. Members of the general public requesting a Letter of Clearance must request such letters in person at the Records Inquiry and Customer Service Section, Records Services Division. Requesters can obtain these letters only for themselves, not for any other person, and will be required to present proper photo identification at the time of processing. A fee will be charged at the time of processing.
- C. Department members receiving requests for a Letter of Clearance will direct such inquiring persons to the Records Inquiry and Customer Service Section, Records Services Division.

VI. LIMITED AUTHORITY FOR SIGNING ANOTHER DEPARTMENT MEMBER'S SIGNATURE TO ANY OFFICIAL DEPARTMENTAL DOCUMENT

Normally, members are required to sign their own name on any official Departmental document. However, a member may sign another member's name to an official Departmental document ONLY if all of the following criteria are met:

- A. The member whose signature is needed is not immediately available; AND
- B. The member signing another member's name indicates that he or she has signed for another by adding a slash and their own initials after the signature; AND
- C. The member signing another member's name believes in good faith that the member whose name he or she is signing has knowledge of the information contained in the document; AND
- D. The member signing another member's signature has permission from the unavailable member to sign the report on their behalf.

Terry G. Hillard
Superintendent of Police

03-042 LMT/TJL(PMD)[LBM]

**ELECTRONIC SIGNATURES**

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| ISSUE DATE: | 09 February 2007 | EFFECTIVE DATE: | 13 February 2007 |
| RESCINDS: | G98-07-08 | | |
| INDEX CATEGORY: | Information Management | | |

I. PURPOSE

This directive:

- A. specifies the responsibilities of Department members who utilize electronic signatures for authentication and approval of Department reports and forms generated by automated applications.
- B. continues the use of the Sworn Electronic Signature Verification Affidavit (CPD-62.111).
- C. introduces the Civilian Electronic Signature Verification Affidavit (CPD-62.112).

II. GENERAL INFORMATION

- A. Department members will use their logon username (PC Number) and password to access Department automated applications.
- B. For reports generated by a Department automated application, the signature and affirmation requirements listed in the Department directive entitled "**Department Reports and Letters of Clearance**" will be satisfied by the member's electronic signature. A Department member entering his or her logon username and password into the application will act as his or her electronic signature and will have the full effect as that of the member's written signature. Department members will be responsible for any access to the Department's automated applications by their username and password.
- C. All Department members outlined in Item III-A of this directive are required to sign a signature verification affidavit appropriate to their status. Department members who have previously completed a signature verification affidavit, prior to the issue date of this directive, have not satisfied the signature requirement of this directive.

III. APPLICATION ACCESS

- A. The following personnel, identified by their logon username, will have access to the Department's computer databases and automated applications and have the ability to electronically sign automated Department reports and forms:
 - 1. All Department members of command staff rank, sworn or civilian.
 - 2. All sworn Department members.
 - 3. Select civilian Department members identified and designated by their unit commanding officer to utilize automated applications and authorized by the appropriate command staff Department member.
- B. Department members will be assigned a role, based on rank and assigned duty, which determines the level of access provided as users of the automated application.
- C. If a unit commanding officer has occasion to request a permanent change in the role of a member, the unit commanding officer will submit a To-From-Subject report through the chain of command to the command staff member of Public Safety Information Technology, and include the member's name, logon username, and level of access to be granted to the automated application.

IV. RESPONSIBILITIES

- A. Department members, as outlined in Item III-A of this directive, will:
 - 1. complete and sign the appropriate Electronic Signature Verification Affidavit and submit the affidavit to their watch commander/unit commanding officer.
 - a. Sworn Department members will complete the Sworn Electronic Signature Verification Affidavit.
 - b. Civilian Department members will complete the Civilian Electronic Signature Verification Affidavit.
 - 2. take precautions to maintain strict confidentiality of the password associated with their logon username.
- B. Watch commanders/unit commanding officers will ensure:
 - 1. each Department member under their command, as outlined in Item III-A of this directive, completes the appropriate Electronic Signature Verification Affidavit.
 - 2. submitted Electronic Signature Verification Affidavit forms are complete, including the witness section verifying the affidavit.
 - 3. completed Electronic Signature Verification Affidavit forms are forwarded to the Human Resources Division without delay.
- C. Unit commanding officers will ensure Department members under their command are assigned the appropriate role and level of access to the Department's automated applications. If a unit commanding officer has occasion to request a change in the role of a member, the unit commanding officer will follow the procedures outlined in Item III-C of this addendum.
- D. The command staff member of Human Resources Division, will:
 - 1. ensure new Department employees, on their date of hire, complete the appropriate Electronic Signature Verification Affidavit.
 - 2. retain all completed Electronic Signature Verification Affidavit forms in each member's personnel jacket in accordance with existing records retention requirements.
- E. The command staff member of Public Safety Information Technology, will:
 - 1. ensure members are granted security access to the Department's computer databases and automated application systems as deemed necessary by their unit commanding officer.
 - 2. provide the necessary training and support to ensure that units are capable of fulfilling the requirements of this directive.

V. PASSWORDS


If Department members forget their password or the password has been compromised, members will:

- A. immediately notify their supervisor,
- B. contact the Help Desk, and
- C. follow the procedures provided by Help Desk personnel to complete the password change process.

Philip J. Cline
Superintendent of Police

06-082 MAV/MWK(PMD)

**PRELIMINARY INVESTIGATIONS**

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|--|----------------------------|-----------------|-------------------|
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| ISSUE DATE: | 07 September 2004 | EFFECTIVE DATE: | 08 September 2004 |
| RESCINDS: | G04-03 | | |
| INDEX CATEGORY: | Preliminary Investigations | | |

I. PURPOSE

This directive provides procedures for preliminary investigations conducted by field personnel and the Alternate Response Section.

II. POLICY

It is the policy of the Department to respond as quickly and safely as possible when the assignment of a field unit is required and to efficiently provide any needed police service.

III. GENERAL INFORMATION

A. Upon receipt of an assignment, members will proceed immediately to the assignment location, unless a supervisor orders the dispatcher to reassign the call for service to another unit.

B. Members conducting a preliminary investigation will:

1. conduct a thorough and accurate investigation.
2. convey a sense of concern and general interest to all persons in need of police service.
3. complete and submit all necessary reports and notifications, unless otherwise directed by a supervisor.
4. **NOT** investigate or arrest an individual when the member investigating or arresting is personally or financially involved or when the member's family member, friend, acquaintance, tenant, landlord, or other individual with personal or financial ties is involved.

NOTE: Members will take appropriate police action, including arrest, when failure to take such action will result in a crime being committed, there is an imminent risk of harm to an individual, or there is a risk that evidence of a crime may be lost or destroyed.

5. notify their supervisor when becoming aware of a personal or financial interest to the investigation and request reassignment of the incident to an available response unit.

C. Radio silence by a supervisor implies consent with the dispatcher's assignment of a unit to a call for service. Radio assignments will take precedence over on-view incidents unless those incidents are of an emergency nature and the safety of a citizen or officer is involved.

IV. PROCEDURES

A. Upon arrival, preliminary investigators will:

1. render aid to the injured.
2. determine if there is reasonable belief that a crime has been or is being committed.
3. take appropriate action to stop the crime, if still in progress.
4. arrest the offender if still on or near the scene and probable cause for an arrest exists.

5. protect and preserve the crime scene for the collection and processing of evidence as outlined in the Department directive entitled "**Crime Scene Protection and Processing.**"
6. locate, identify, and interview the complainant/witness, obtain a description of the offender(s) and, when appropriate, alert other police units by sending a flash message.
7. make all notifications as outlined in the Department directive entitled "**Preliminary Investigations - Required Immediate Notifications and Investigations Conducted at Suburban Hospitals.**"

NOTE: When necessary, the on-scene supervisor will make all required notifications.

8. if required, complete the proper case report consistent with the Department directive entitled "**Department Reports and Letters of Clearance**" in the presence of the victim/complainant, when feasible.
9. refrain from discussing the details of any follow-up investigation to be conducted by the Department. Preliminary investigations will ensure that the:
 - a. Victim Information Notice (Part 3 of CPD-11.380, 11.406, 11.407, 11.408, 11.412, or 11.415) is completed and given to the victim/complainant.
 - b. Sexual Assault Incident Notice (CPD-23.404) is completed and given to the victim/complainant.

NOTE: If applicable, inform crime victims of the availability of compensation under the Crime Victim's Compensation Act. (The Victim Information Notice provides the required information concerning this act.)

10. when handling non-criminal-related incidents, exhaust all appropriate police service capabilities before referring the citizen to an outside agency. When the services of agencies other than the Department are more appropriate to the resolution of non-criminal-related incidents:
 - a. directly contact the agency, if possible, or;
 - b. provide the citizen with sufficient information to contact the outside agency, and;
 - c. explain to the citizen/complainant the nature of the police service provided and the extent of the police service which can be provided in response to the complaint.
11. when it is necessary for the assigned unit to leave the scene of the assignment (e.g., arrests, transportation of injured persons, pursuit of offenders, touring the area with victim/complainant):
 - a. inform the dispatcher that they are leaving the scene.
 - b. furnish the exact location of their intended destination, if possible.
 - c. if the intended destination cannot be furnished, maintain continuous radio contact with the dispatcher and report any change in location until available for a subsequent assignment.

12. for police involved shootings, the Detective Division will retain responsibility for the Department's preliminary and follow-up investigation anytime a police officer shoots or shoots at an individual.

NOTE: The member responsible for the initial case report will report all factual information, victim, witness, offender, location, etc. within the boxes on the case report. The narrative will state: "For narrative and investigative details, refer to the Detective Division Supplementary Report filed under this Records Division (RD) number."

13. upon completion of the preliminary investigation, promptly return to an "in service" status.
- B. The Office of Emergency Management and Communications (OEMC) dispatcher will make an entry into the PCAD of any change in location as provided by beat personnel, enabling the dispatcher to provide correct locations and other pertinent information to supervisors.

V. TREATMENT OF WITNESSES

Witnesses will not be held or detained against their will at a district station or other Department facility.

Philip J. Cline
Superintendent of Police

01-114 DK

ADDENDA:

1. G04-01-01 - Alternate Response Section
2. G04-01-02 - Investigations – Chicago Public Schools
3. G04-01-03 - Preliminary Investigations Conducted at Suburban Hospitals

**PRELIMINARY INVESTIGATIONS: REQUIRED IMMEDIATE NOTIFICATIONS**

| | | | |
|------------------------|----------------------------|------------------------|-------------------|
| ISSUE DATE: | 07 September 2004 | EFFECTIVE DATE: | 08 September 2004 |
| RESCINDS: | S04-12 | | |
| INDEX CATEGORY: | Preliminary Investigations | | |

I. PURPOSE

This directive:

- A. provides preliminary investigators with:
 - 1. guidelines and procedures for immediate notifications to be made during preliminary investigations.
 - 2. the required immediate notifications to specific units depending on the type of investigation being conducted.
- B. identifies districts responsible for conducting preliminary investigations at certain suburban hospitals.

II. NOTIFICATION RESPONSIBILITIES AND PROCEDURES

- A. Based on the seriousness of the incident and the need for immediate follow-up investigation from appropriate units, the preliminary investigator and/or the on-scene supervisor will make all proper notifications as outlined in the addenda to this directive and/or enumerated in related directives.
- B. In addition to making required notifications, members conducting preliminary investigations will notify the appropriate investigative unit if, in their opinion, the incident requires immediate follow-up investigation.
- C. Notifications will normally be made by telephone. If conditions preclude a telephonic notification, the request will be made via the Office of Emergency Management Communications (OEMC), which will relay the notification requested by the preliminary investigator to the appropriate unit.
- D. Documenting notifications on a case report
 - 1. When the notification is made directly to the appropriate unit, the preliminary investigator will record the name and star number of the member notified and the date and time of notification in the case report.
 - 2. If the notification is made via OEMC, the preliminary investigator will indicate in the case report that the notification was made via OEMC.
 - 3. Notifications made to the Major Accident Investigation Unit through OEMC will be documented on the reverse side of the Illinois Traffic Crash Report in the narrative portion by writing "OEMC-MAIU" and the time of the request immediately to its right.

III. TABLE OF REQUIRED IMMEDIATE NOTIFICATIONS

Department members conducting preliminary investigations will refer to the below table to make required immediate notifications.

NOTE: **VC Section** refers to the appropriate area Violent Crimes Section;
 PC Section refers to the appropriate area Property Crimes Section;
 SVU refers to the appropriate area Special Victims Unit;
 NAGIS refers to the Narcotic and Gang Investigation Section.

| INCIDENT TYPE | | REQUIRED IMMEDIATE NOTIFICATIONS |
|---------------|--|---|
| A. | BATTERIES: non-domestic-related likely to result in hospitalization or death | VC Section |
| B. | BOMB AND ARSON-RELATED OFFENSES as specified in the Department directive entitled " <u>Bomb, Arson, and Fire Incidents</u> " | Bomb and Arson Section |
| C. | BURGLARIES (or attempts) involving: | PC Section |
| | loss valued at \$20,000 or more; | |
| | efforts to defeat an alarm system; | |
| | defeat of a safe or attempt to defeat a safe. | |
| D. | CHILD ABDUCTION: family-related | SVU |
| E. | CHILD ABUSE: Physical abuse, neglect, or dependency of a child | SVU |
| F. | CLANDESTINE LAB DISCOVERY (actual or suspected) | NAGIS 24-hour desk |
| G. | DEATH: | VC Section; Operations Command |
| | Fire-related | |
| | Homicide | |
| | Other Medical Examiners cases | |
| | Public Administrators Cases | |
| | Suicide | |
| H. | DOMESTIC VIOLENCE | SVU |
| I. | ELDER ABUSE | SVU |
| J. | FELONY ARREST | The appropriate investigative unit consistent with the cases identified in this section. |
| K. | ESCAPE FROM CUSTODY | PC Section |
| L. | HATE CRIME or other criminal / quasi-criminal incident motivated by hate as described in the Department directive entitled " <u>Human Rights and Human Resources</u> " | Immediate supervisor; |
| | | On-duty watch commander of the district of occurrence; |
| | | The appropriate investigative unit consistent with the cases identified in this section; |
| | | Civil Rights Section - preferably by phone at the scene. NOTE: Notifications will be made on the 2 nd watch, 0800 to 1700 hours, Monday through Friday. At all other times: Operations Command. |
| M. | HOME INVASION | PC Section |
| N. | JUVENILE ARREST PROCESSING | SVU |
| O. | KIDNAPPING | VC Section |
| P. | MISSING / FOUND PERSONS | Missing Persons Desk , Juvenile Advocacy Section |
| Q. | MOTOR VEHICLE AND RELATED THEFTS WHEN: | PC Section |
| | an arrest is made; | |

| | | |
|----|--|--|
| | a late-model stripped vehicle is recovered; circumstances of an arrest indicate organized criminal activity; a vehicle is stolen that contains hazardous materials; an arrestee is a known professional criminal or has an extensive history of involvement in motor vehicle theft or stripping activity; a Department or other City-owned vehicle is stolen; a supervisor determines that the circumstances of a motor-vehicle-theft incident warrant further investigation. | |
| R. | NARCOTIC INCIDENTS INVOLVING: a large seizure of a controlled substance; NOTE: See also Item II-AA of this directive. major narcotics-related arrest; arrest of high-ranking street gang member; a large seizure of firearms. | NAGIS 24-hour desk |
| S. | NEWSPORTHY OCCURRENCES requiring immediate attention | The appropriate investigative unit consistent with the cases identified in this section; The on-duty watch commander of the district of occurrence; Operations Command; Office of News Affairs. |
| T. | POLICE-RELATED INCIDENTS INVOLVING: Weapons discharge (on or off duty); Suicide (and attempts) while in police custody; Allegation that an offender is a police officer or impersonating a police officer. | The on-duty watch commander of the district of occurrence; VC Section; Operations Command. Immediate supervisor; NOTE: The supervisor will follow the procedures outlined in the Department directive entitled " Complaint and Disciplinary Procedures. " PC Section; Internal Affairs Division (IAD). NOTE: If unable to contact during nonbusiness hours, fax a copy of the case report to IAD. |
| U. | ROBBERIES (or attempts) in which: there is a loss of \$5,000 or more; the victim is seriously injured; the victim is a retail or wholesale establishment, business entity, commercial enterprise; the victim is a visitor to the City of Chicago; the incident involves a bank, savings and loan, credit union, automated teller machine, or armored car. | PC Section PC Section; Federal Bureau of Investigation |
| V. | SEX OFFENSES | VC Section |
| W. | SEXUAL ABUSE/ASSAULT CASES OF CHILDREN: 0 through 12 years of age; | VC Section; Special Investigations Unit , Chicago Children's Advocacy Center |

| | | |
|-----|--|--|
| | 0 through 17 years of age when family-related; 0 through 17 years of age when occurring in an institutional setting and the alleged offender is a person in a position of trust or authority. | NOTE: These notifications will be made from the scene, if practicable. Members will also follow the procedures outlined in the Department directive entitled " Chicago Children's Advocacy Center. " |
| X. | STALKING, AGGRAVATED | VC Section |
| Y. | THEFTS: of \$10,000 or more; Cartage thefts (trucks or trailers); Confidence games; Recovery of altered, lost, or stolen credit / debit cards if an offender is in custody; Identity theft. | PC Section |
| Z. | TRAFFIC CRASHES INVOLVING: a fatality or serious personal injury; multiple injuries; injuries to persons on public or private conveyances (e.g., buses, school buses, railroad crossings); vehicles owned by the City of Chicago. | Immediate Supervisor; Major Accident Investigation Unit, Traffic Section NOTE: Notifications should be made immediately on-scene through OEMC. |
| AA. | VICE CASE REPORTS involving: a large seizure of a controlled substance; NOTE: See also Item II-R of this directive. recovery of United States currency in excess of \$10,000; evidence of bank records; keys to a safety deposit box. | Asset Forfeiture Section NOTE: Notifications will be made Monday through Friday, 0700 to 1700 hours. At all other times: NAGIS 24-hour desk. |
| BB. | WORTHLESS DOCUMENTS | PC Section |

Philip J. Cline
Superintendent of Police

03-073 DK(PMD)

**MISCELLANEOUS INCIDENT REPORTING PROCEDURES**

| | | | |
|------------------------|----------------------------|------------------------|-------------|
| ISSUE DATE: | 24 May 1988 | EFFECTIVE DATE: | 25 May 1988 |
| RESCINDS: | G88-13 | | |
| INDEX CATEGORY: | Preliminary Investigations | | |

I. FIELD REPORTING MANUAL INSERT

The Instructions For Reporting Miscellaneous Incidents (CPD-63.469) will be inserted immediately behind the appropriate divider in the Field Reporting Manual / Beat Book.

II. MISCELLANEOUS INCIDENTS

- A. Most miscellaneous incidents will require only that the Office of Emergency Management and Communications (OEMC) dispatcher be given the correct number-letter code by investigating beat personnel as determined from the reporting table. In the case of on-view miscellaneous incidents, the dispatcher will be given the beat of occurrence, complaint's name, address of occurrence, and correct number-letter code. The following types of incidents require the preparation of a Miscellaneous Incident Exception Report (CPD-11.419):

1. Animal cases.

- a. Prepare the report for stray animal incidents, when the aid of the Animal Care and Control Center or a private agency is utilized to apprehend and remove an animal from the field. The agent's name, time, date and name of the organization will be entered on the report.
- b. Prepare the report when an animal is destroyed.

NOTE: In animal bite cases where the Animal Bite Information report (CPD-34.226) is utilized, it is not necessary to prepare a Miscellaneous Incident Exception Report.

2. Lost or found articles of no intrinsic value reported in person. Prepare a duplicate copy and give the duplicate to the citizen. Examples of articles without intrinsic value are:
 - a. One automobile license plate and/or registration card or sticker.
 - b. City vehicle license.
3. Processing abandoned vehicles on private property when the owner or agent of the property is not present or known; or when a vehicle to be towed as a hazard or an apparent steal is verified as gone on arrival by the tow truck driver and no case applies.
4. Confinement, injured, public inebriate or sick removals when no other case report is to be submitted and transportation is provided by Department personnel.
5. City license violations, resulting from inspections or complaints which do not require a case report (e.g., the premises has a valid license, but no licenses for coin operated devices). Prepare the report in duplicate indicating the nature of the violation and any actions taken.
6. Violations of Municipal Ordinances concerning pollution or environmental control. Prepare the report in duplicate, indicating the nature of the violation and any enforcement actions taken.
7. Fires which do not involve any real property and if the nature of the personal property indicates that it has little or no monetary value. Enter the name and star number of the approving sergeant on the report.

8. Removal of a Medical Examiner's seal. Turn in the letter of authorization and the seal (for appropriate district desk retention processing) along with the report to the supervising sergeant. This applies to either a Medical Examiner's or a Public Administrator's case.
9. Missing person, not bona fide.
 - a. Adult person left voluntarily, not in poor mental condition.
 - b. Any person who returns before a Missing / Found Person Case Report (CPD-11.407) is completed.
10. Hospital guard detail. Officers so assigned will submit a Miscellaneous Incident Exception Report containing all facts relevant to the detail.
11. Emergency food requests. The report will contain the facts upon which the request is based, and will be submitted by the officers making request.
12. Cardiopulmonary Resuscitation or Heimlich Maneuver applications. Report will be submitted by officers who perform the rescue services.
13. Emergency helicopter support for Police Department operations. Requesting member will prepare the report in duplicate indicating the nature of the incident.
14. Landlord-tenant (LOCKOUT) incident when no other case report is to be submitted.
- B. All copies of the Miscellaneous Incident Exception Report except the duplicates prepared for citizens will be turned in to a supervisor, before the end of the tour of duty.
- C. Officers will not submit Miscellaneous Incident Exception Reports for any routine incident except those specifically mentioned in this directive.
- D. District commanders will ensure that unnecessary Miscellaneous Incident Exception Reports are not submitted.

III. PROCEDURES FOR RECORDING POLICE ACTION RESULTS

- A. Police officers, assigned to field duty, who have completed an investigation of a miscellaneous incident, will return to service by informing the dispatcher of the appropriate number-letter code. The officer will use the incident and police action codes on the Miscellaneous Incident Reporting Table (CPD-11.484). He will use the designated phonetic alphabet when reporting number-letter codes. If the incident requires the preparation of a Miscellaneous Incident Exception Report, this will be accomplished in accordance with the criteria established in Item II of this directive.
- B. When a district desk officer is notified of a complaint which requires the completion of a Miscellaneous Incident Exception Report and does not require on-the-scene investigation by a beat car or other unit, he will complete the report. After completing the report the desk officer will inform the Control Desk of the OEMC of the type of incident, the location, the desk officer's radio call number, beat of occurrence, the complainant's name, and the appropriate number-letter code. Such reports will be submitted to the desk sergeant for approval.

IV. PROCEDURES FOR PROCESSING RADIO DISPATCH CARDS AND REVIEWING THE DISTRICT DAILY DISPATCH ACTIVITY REPORT (DPOL 7415-01)

- A. Office of Emergency Management and Communication
 1. In addition to entering the initial number code on the top line of the Radio Dispatch Card-Radio Complaint (CPD-32.500) at the time the call for service is received, the dispatcher will, when the field unit returns to service, write the appropriate number code in the "Code" space located on the lower left portion of the:
 - a. Radio Dispatch Card-Radio Complaint for a verified offense call for service requiring an RD number.
 - b. Radio Dispatch Card-Traffic Accident (CPD-32.501) for a verified traffic accident call for service requiring an RD number.
 2. In addition to entering the initial number code on the top line of the Radio Dispatch Card-Radio Complaint at the time the call for service is received, the dispatcher will, when the field

unit returns to service, write the appropriate number code or NUMBER-LETTER code in the "Code" space located on the lower left portion of the Radio Dispatch Card for a miscellaneous / animal bite incident call for service.

3. Radio Dispatch Cards will be sent directly from the OEMC to the Coding Section of the Public Safety Information Technology (PSIT).

B. Public Safety Information Technology

1. Each day's Radio Dispatch Cards will be organized into batches and coded by Coding Section personnel. The coded cards will be delivered to the Key punching Unit and processed.
2. Upon receipt of the District Daily Dispatch Activity Report from the City's Data Center, PSIT will forward two photocopies of the printout to each district and one photocopy to the Auditing and Internal Control Division. This report will be in a size which is suitable for retention in a binder and will be distributed Monday through Friday.
3. If a District Daily Dispatch Activity Report is not received for any day, the report should arrive in the following day's distribution. If the District Daily Dispatch Activity Report is still missing after 24 hours, the district review officer should notify PSIT on the 2nd watch, Monday - Friday, excluding holidays.

C. Records Services Division

When received from PSIT:

1. The Radio Dispatch Cards for case / traffic accident report incidents will be retained for one year. However, those Radio Dispatch Cards for case incidents which do not have a specific statute of limitations will be retained permanently, upon receipt of a request from the Detective Division.
2. The Radio Dispatch Cards for miscellaneous and animal bite incidents which resulted in the preparation of a Miscellaneous Incident Exception Report or an Animal Bite Information card (CPD-34.226) will be retained in accordance with the current Forms Retention Schedule.
3. The Radio Dispatch Cards for a miscellaneous incident which did not result in the preparation of a Miscellaneous Incident Exception Report or an Animal Bite Information card will be retained in accordance with the current Forms Retention Schedule.
4. The Daily Radio Dispatch Listing Of All Cards Processed For This Day (DPOL 7416-01) will be retained for one year as an index to locate the Radio Dispatch Card.

D. District Review Officers

Review officers, acting upon the direction of the district commander, will:

1. review the District Daily Dispatch Activity Report, Miscellaneous Incident Exception Reports, Animal Bite Information cards, and Field Contact Cards (CPD-21.101).
2. ensure that:
 - a. Miscellaneous Incident Exception Reports are prepared for all coded incidents as indicated on the District Daily Dispatch Activity Report.
 - b. Animal Bite Information cards are prepared for all incidents specified in the Department directive entitled "Incidents Involving Animals."

NOTE: To assist review officers in ensuring compliance with Item IV-D-2-a and b, the indicated codes on the District Daily Dispatch Activity Report are as follows:

| Incident | Incident Code |
|---|----------------------|
| Animal Cases | 12 |
| Fires (Not involving Real Property) | 22 |
| Removal of Medical Examiner's Seal | 32 |
| Missing Person, not bona fide | 42 |
| Sick and Injured Transport | 52 |
| Lost or found articles (No intrinsic value) | 62 |
| Abandoned vehicles on private property; vehicles to be towed as hazard or apparent steal are verified as gone on arrival by the tow truck driver and no case report applies | 72 |
| Violations of Municipal Ordinances concerning pollution or environmental control | 82 |
| Hospital guard detail | 92 |

3. communicate any need for corrective action to the affected officer's watch commander, generally by use of the Follow Up Indicator form (CPD-21.923).
4. promptly forward:
 - a. all fire-related Miscellaneous Incident Exception Reports to the Bomb and Arson Section, Detective Division.
 - b. all Cardiopulmonary Resuscitation or Heimlich Maneuver application Miscellaneous Incident Exception Reports to the Education and Training Division, Operations Group, CPR Coordinator.
 - c. one copy of emergency helicopter support Miscellaneous Incident Exception Reports to the Assistant Superintendent, Operations.
 - d. one copy of city license violation Miscellaneous Incident Exception Reports to the License Unit, Vice Control Section.
 - e. one copy of environmental control violation Miscellaneous Incident Exception Reports to the Department of Inspectional Services, Room 900, City Hall.
5. retain the District Daily Dispatch Activity Report as the district control file for case reports / traffic accident reports, miscellaneous and animal bite incidents. The reports will be filed chronologically and retained for the established retention period in accordance with the current Records Retention requirements.
6. maintain a suspense file of all Animal Bite Information cards, Field Contact Cards, and Miscellaneous Incident Exception Reports (except fire and Cardiopulmonary Resuscitation incidents) so that these reports can be matched with corresponding entries on the District Daily Dispatch Activity Report. After matching the reports to the appropriate entries on the printout, the reports will be filed chronologically in the Miscellaneous Incident Exception file and retained in accordance with the current Forms Retention Schedule.

E. Watch Commanders and Supervisors

Watch commanders and supervisors, in the exercise of the on-going review process, will ensure that appropriate corrective measures are applied to rectify matters which are determined to be inconsistent with Department policy and this directive.

LeRoy Martin
Superintendent of Police

85-117 WBC(mmd)

INSTRUCTIONS FOR REPORTING MISCELLANEOUS INCIDENTS

PURPOSE FOR REPORTING MISCELLANEOUS INCIDENTS

Miscellaneous incidents will be reported for the purpose of recording police action taken in minor non-criminal matters or minor violations of city ordinances of the type not specifically provided for on case reports. Miscellaneous incident general classifications are listed in the table on the reverse side of this instruction sheet.

REPORTING MISCELLANEOUS INCIDENTS

After completing your investigation of a miscellaneous incident, return to service by stating to the dispatcher "Missle" and the appropriate number-letter combination from the table on the reverse of the instruction sheet. One incident number and police action letter will usually describe the incident and the service rendered. Occasionally, it may be necessary to use two or more police action letters. Use the phonetic alphabet when reporting letter codes. For example:

To report Domestic Disturbance - Peace Restored, state "Missle - 1 Frank"

To report Illegal Parking - Issued Traffic Citation, state "Missle - 6 - Mary"

To report Domestic Disturbance - Peace Restored and Advised Warrant, state "Missle - 1 Frank George."

The number-letter code will be written on the Radio Dispatch Card by the dispatcher as a Department record of police action taken.

When you are assigned to investigate a miscellaneous incident and your investigation shows that a Traffic Accident Report or case report is required, indicate to the dispatcher that you have submitted a case report or Traffic Accident Report when you return to service.

It is imperative that you inform your dispatcher of the action taken at the completion of each assignment and before termination of duty.

REPORTING ON-VIEW MISCELLANEOUS INCIDENTS

In on-view incidents, tell the dispatcher your radio call number, the address, and the type of incident you are investigating (for example: disturbance, illegal parking). When you have completed your investigation, return to service by giving the dispatcher the beat of occurrence and the complainant's name, then state the correct number-letter code.

USE OF MISCELLANEOUS INCIDENT EXCEPTION REPORT

It is not necessary for you to submit any written report for most miscellaneous incidents. Only the following cases require the preparation of the Miscellaneous Incident Exception Report (CPD-11.419) or Animal Bite Information report (CPD-34.226) in addition to stating the number-letter code to the dispatcher:

1. Animal cases.
 - a. Prepare the report for stray animal incidents, when the aid of the Animal Care and Control Center or a private agency is utilized to apprehend and remove an animal from the field. The agent's name, the time, date and name of the organization will be entered on the report.
 - b. Prepare the report when an animal is destroyed.

Note: In animal bite cases where the Animal Information report is utilized, it is not necessary to prepare a Miscellaneous Exception Report.
2. Lost or found articles without real or intrinsic value reported in person. Prepare a duplicate copy of the Miscellaneous Incident Exception Report and give the duplicate to the citizen. Examples of articles without intrinsic value are:
 - a. One automobile license plate and/or registration sticker.
 - b. City vehicle license.
3. Processing abandoned vehicles on private property when the owner or agent of the property is not present or known; or when a vehicle to be towed as a hazard or an apparent steal is verified as gone on arrival by the tow truck driver and no case report applies.
4. Confinement, injured, public inebriate or sick removals when no other case report is to be submitted and transportation is provided by Department personnel.
5. City license violations, resulting from inspections or complaints which do not require a case report (e.g., the premises has a valid license, but no license for coin operated devices). Prepare the report in duplicate indicating the nature of the violation and any action taken.
6. Violation of Municipal Ordinances concerning pollution or environmental control. Prepare the report in duplicate, indicating the nature of the violation and any enforcement actions taken.
7. Fires which do not involve any real property and if the nature of the personal property indicates that it has little or no monetary value. The name and star number of the approving sergeant will be entered on the report.

8. Removal of a Medical Examiner's seal. Turn in the letter of authorization and the seal (for appropriate district desk retention processing) along with the report to the supervising sergeant. This applies to either a Medical Examiner's or a Public Administrator's case.
9. Missing Person, not bona fide.
 - a. Adult person left voluntarily, not in poor mental condition.
 - b. Any person who returns before a Missing/Found Person Case Report (CPD-11.407) is completed.
10. Hospital guard detail. Officers so assigned will submit a Miscellaneous Incident Exception Report containing all facts relevant to the detail.
11. Emergency food requests. The report will contain the facts upon which the request is based, and it will be submitted by the officers making the request.
12. Cardiopulmonary Resuscitation or Heimlich Maneuver applications. Report will be submitted by officers who perform the rescue services.
13. Emergency helicopter support for Police Department operations. Requesting member will prepare the report in duplicate indicating the nature of the incident.
14. Landlord-tenant (Lockout) incident when no other case report is to be submitted.

MISCELLANEOUS INCIDENTS AT DISTRICT STATIONS

When a district desk officer is notified of a complaint which requires the completion of a Miscellaneous Incident Exception Report and does not require on-the-scene investigation by a beat car or other unit, he will complete the report. After completing the report, the desk officer will inform the Control Desk of the Communication Operations Section of the type of incident, the location, the desk officer's radio call number, beat of occurrence, complainant's name, and the appropriate number-letter code. Such reports will be submitted to the desk sergeant for approval.

WHEN TO USE THE INFORMATION REPORT

When you discover information which you feel should be disseminated to other units of the Department, an Information Report (CPD-11.461) rather than a Miscellaneous Incident Exception Report should be used.

MISCELLANEOUS INCIDENT REPORTING TABLE

Use the following table to report all miscellaneous incidents. Select the correct incident and police action from the table and state the correct number and phonetic letter(s) to the dispatcher when you return to service.

| | INCIDENT | | POLICE ACTION |
|----------------------|---|--|---|
| 1 2 3 | Disturbance, Domestic Disturbance, Teenagers Disturbance, Drunk | A - Adam B - Boy C - Charles | Not Bona Fide Incident No Person Can Be Found No Such Address |
| 4 5 6 | Disturbance, Noise Disturbance, Other Illegal Parking | D - David E - Edward F - Frank | No Police Service Necessary Perpetrator Gone on Police Arrival Peace Restored |
| * 7 8 9 | Sick Removal/Confinement Injured Person Man or Woman Down | G - George H - Henry *I - Ida | Advised Warrant Advised to Recontact Police if Returned/Repeated Removed to Hospital or Detox. Facility |
| **10 11 12 | Animal Bite Suspicious Person(s)/Auto Citizen Calling for Help | J - John K - King L - Lincoln | Returned to Family or Home Taken to District Station Information Report Submitted |
| 13 14 15 | Lost Person Found Auto, Burglar or Holdup Alarm Inhalator | M - Mary N - Nora O - Ocean | Traffic Citation Issued Ordinance Complaint Issued Advised Legal Help |
| 16 16 18 19 | Fire Escort Traffic Accident Other Miscellaneous Incident | P - Paul R - Robert X - X-ray Y - Young | Other Police Service Arrest Made Missile X Completed Animal Bite Information Report |

* Miscellaneous Incident Exception Report required in every bona fide case.

** Animal Bite Information report required in every bona fide case.

**MISCELLANEOUS INCIDENT REPORTING TABLE - CPD-11.484**

| | | | |
|------------------------|-------------------------------|------------------------|---------------|
| ISSUE DATE: | 01 March 2011 | EFFECTIVE DATE: | 01 March 2011 |
| RESCINDS: | | | |
| INDEX CATEGORY: | Department Guides and Manuals | | |

Use the following table to report all miscellaneous incidents. Select the correct incident and police action from the table and state correct number and phonetic letter or letters to the dispatcher when you return to service.

| INCIDENT | POLICE ACTION | |
|---|----------------------|---|
| 1. DISTURBANCE, DOMESTIC | A-ADAM | NOT BONA FIDE INCIDENT |
| 2. DISTURBANCE, TEENAGERS | B-BOY | NO PERSON CAN BE FOUND |
| 3. DISTURBANCE, DRUNK | C-CHARLES | NO SUCH ADDRESS |
| 4. DISTURBANCE, NOISE | D-DAVID | NO POLICE SERVICE NECESSARY |
| 5. DISTURBANCE, OTHER | E-EDWARD | PERPETRATOR GONE ON POLICE ARRIVAL |
| 6. ILLEGAL PARKING | F-FRANK | PEACE RESTORED |
| *7. SICK REMOVAL/ CONFINEMENT | G-GEORGE | ADVISED WARRANT |
| 8. INJURED PERSON | H-HENRY | ADVISED TO RECONTACT POLICE IF REPEATED/RETURNED |
| 9. MAN OR WOMAN DOWN | *I-IDA | REMOVED TO HOSPITAL OR DETOXIFICATION FACILITY |
| * *10. ANIMAL BITE | J-JOHN | RETURNED TO FAMILY OR HOME |
| 11. SUSPICIOUS AUTO/ PERSON(S) | K-KING | TAKEN TO DISTRICT STATION |
| 12. CITIZEN CALLING FOR HELP | L-LINCOLN | INFORMATION REPORT SUBMITTED |
| 13. LOST PERSON FOUND | M-MARY | ISSUED TRAFFIC CITATION |
| 14. AUTO, BURGLAR OR HOLDUP ALARM | N-NORA | ISSUED ORDINANCE COMPLAINT |
| 15. INHALATOR | O-OCEAN | ADVISED LEGAL HELP |
| 16. FIRE | P-PAUL | OTHER POLICE SERVICE |
| 17. ESCORT | R-ROBERT | ARREST MADE |
| 18. TRAFFIC ACCIDENT | X-X-RAY | MISCELLANEOUS INCIDENT EXCEPTION REPORT COMPLETED |
| 19. OTHER MISCELLANEOUS INCIDENT | Y-YOUNG | ANIMAL BITE INFORMATION REPORT |
| | Z-ZEBRA | MENTAL HEALTH RELATED |
| * MISCELLANEOUS INCIDENT EXCEPTION REPORT REQUIRED IN EVERY BONA FIDE CASE. | | |
| ** ANIMAL BITE INFORMATION REPORT REQUIRED IN EVERY BONA FIDE CASE. | | |

Field Case Reporting Manual

Chicago Police Department Basic Recruit Training

2013 update information for the Miscellaneous Incident Reporting Table:

MISCELLANEOUS INCIDENT REPORTING TABLE CHICAGO POLICE DEPARTMENT

Use the following table to report all miscellaneous incidents. Select the correct incident and police action from the table and state correct number and phonetic letter or letters to the dispatcher when returning to service.

1. DISTURBANCE, DOMESTIC
2. DISTURBANCE, TEENAGERS
3. DISTURBANCE, DRUNK
4. DISTURBANCE, NOISE
5. DISTURBANCE, OTHER
6. ILLEGAL PARKING
- *7. SICK REMOVAL/CONFINEMENT
8. INJURED PERSON
9. MAN OR WOMAN DOWN
- **10. ANIMAL BITE
11. SUSPICIOUS PERSON(S)/AUTO
12. CITIZEN CALLING FOR HELP
13. LOST PERSON FOUND
14. AUTO, BURGLAR OR HOLDUP ALARM
15. INHALATOR
16. FIRE
17. ESCORT
18. TRAFFIC ACCIDENT
19. OTHER MISCELLANEOUS INCIDENT

- A - ADAM NOT BONA FIDE INCIDENT
B - BOY NO PERSON CAN BE FOUND
C - CHARLES NO SUCH ADDRESS
D - DAVID NO POLICE SERVICE NECESSARY
E - EDWARD PERPETRATOR GONE ON POLICE ARRIVAL
F - FRANK PEACE RESTORED
G - GEORGE ADVISED WARRANT - HENRY ADVISED TO RECONTACT POLICE IF REPEATED/RETURNED
*I - IDA REMOVED TO HOSPITAL OR DETOXIFICATION FACILITY
J - JOHN RETURNED TO FAMILY OR HOME
K - KING TAKEN TO DISTRICT STATION
L - LINCOLN INFORMATION REPORT SUBMITTED
M - MARY ISSUED TRAFFIC CITATION
N - NORA ISSUED ORDINANCE COMPLAINT
O - OCEAN ADVISED LEGAL HELP
P - PAUL OTHER POLICE SERVICE
R - ROBERT ARREST MADE
***S - SAM SUPERVISOR REFERRAL TO ALTERNATE RESPONSE SECTION (ARS)
X - X-RAY MISCELLANEOUS INCIDENT EXCEPTION REPORT COMPLETED
Y - YOUNG ANIMAL BITE INFORMATION REPORT
Z - ZEBRA MENTAL HEALTH RELATED

* MISCELLANEOUS INCIDENT EXCEPTION REPORT REQUIRED IN EVERY BONA FIDE CASE.

** ANIMAL BITE INFORMATION REPORT REQUIRED IN EVERY BONA FIDE CASE. ***USE BY SUPERVISORS ONLY.

***S - SAM SUPERVISOR REFERRAL TO ALTERNATE RESPONSE SECTION (ARS)

Z - ZEBRA MENTAL HEALTH RELATED

Reference:

Information above copied from form #CPD-484 (Rev. 2/13)

| | | | | | |
|--|-----------------|---|-----------------------------|---|-----------------|
| MISCELLANEOUS INCIDENT EXCEPTION REPORT | | BEAT/UNIT ASSIGNED | BEAT/OCC | DATE REPORTING OFFICER(S) ARRIVED-TIME | |
| CHICAGO POLICE DEPARTMENT | | | | | |
| NATURE OF INCIDENT | | | LOCATION OF INCIDENT | | |
| NAME OF COMPLAINANT | | ADDRESS (IF SAME AS LOCATION WRITE -DNA) | | PHONE NO. | |
| | | | | | |
| NARRATIVE: | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| ASSIGNMENT COMPLETED AT | | | | | |
| | | | HRS | | |
| REPORTING OFFICER | STAR NO. | REPORTING OFFICER | STAR NO. | SUPERVISOR APPROVING | STAR NO. |
| | | | | | |

CPD-11.419 (7/72)

UCR Hierarchy of Offenses

Part I Offenses:

1. **Criminal Homicide** including Murder and Non-negligent Manslaughter and Manslaughter by Negligence.
2. **Forcible Rape** includes rape by force and attempts to commit forcible rape.
3. **Robbery** includes the use of a firearm, knife or cutting instrument, other dangerous weapon or strong armed robbery using hands, fists feet, etc.
4. **Aggravated Assault** using a firearm, knife or cutting instrument, other dangerous weapon or when an aggravated injury results.
5. **Burglary** using forcible entry, unlawful entry (no force) and attempted forcible entry.
6. **Larceny-theft**, but not including motor vehicle theft.
7. **Motor Vehicle Theft** of autos, trucks and buses, and other vehicles.
8. **Arson** of a structure, mobile vehicles or other property such as crops, fences, signs.

Part II Offenses:

9. **Other Assaults**, such as simple assault, stalking, intimidation, coercion, minor assault, assault and battery, injury by culpable negligence, resisting/obstructing an officer, hazing or attempts to commit any of the previous.
10. **Forgery and Counterfeiting**, such as altering/forging public records; making altering forging or counterfeiting bills, notes, drafts, tickets, checks, credit cards, etc., or attempts to commit any of the previous.
11. **Fraud**, such as bad checks which are not forgeries, confidence games, teller machine fraud, welfare fraud, impersonation, or attempts to commit any of the previous.
12. **Embezzlement**, including misappropriation or misapplication of money, property or something of value and attempt to commit embezzlement.
13. **Stolen Property: Buying, Receiving, Possessing, selling, concealing or transporting**, including attempts to commit any of the previous.
14. **Vandalism**, malicious behavior directed at property and attempts at the same.
15. **Weapons: Carrying, Possessing, Etc.** including manufacture, sale or possession of deadly weapons; carrying deadly weapons (concealed or openly); silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons and attempts to commit any of the previous.
16. **Prostitution and Commercialized Vice**, including prostitution, keeping a bawdy/disorderly house; pandering, procuring, transporting or detaining individuals for immoral purposes; and attempts to commit any of the above.
17. **Sex Offenses (Except Forcible Rape and Prostitution)** including offenses against chastity, common decency, morals and the like, such as sexual attacks on males, incest, indecent exposure and attempts to commit such crimes.
18. **Drug Abuse Violations**, including sale/manufacturing, use and possession of controlled substances and attempts of the same.
19. **Gambling**, including bookmaking, numbers and lottery, and all other related offenses.

Field Case Reporting: Hour Five--Uniform Crime Reports And General Offense Case Report Classifications
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20. **Offenses Against the Family and Children**, including nonviolent cruelty to other family members; nonviolent abuse; desertion, abandonment or nonsupport of a spouse or child; neglect or abuse of a spouse or child; non-payment of alimony; and attempts to commit any of the previous.
21. **Driving Under the Influence**, including operating a vehicle, engine, train, street car, boat etc. while under the influence of alcohol, a drug or a narcotic.
22. **Liquor Laws**, including state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages and attempts to commit any of the previous.
23. **Drunkenness**, including drunk and disorderly; common or habitual drunkard; intoxication.
24. **Disorderly Conduct**, including unlawful public assembly; disturbing the peace; disturbing meetings; disorderly conduct in state institutions at court, at fairs, on trains or public conveyances; blasphemy, profanity, and obscene language; refusing to assist an officer; and attempts to commit any of the previous.
25. **Vagrancy**, including suspicious person, suspicious character; begging; loitering (persons 18 and over); vagabondage.
26. **All other offenses**, such as kidnapping, bribery, criminal anarchism, perjury, possession of drug paraphernalia, etc.
27. **Suspicion**, in those jurisdictions where the law permits arrest of suspicious persons and the persons are released by the police.
28. **Curfew and Loitering Laws (Persons Under Age 18)**, including violations by juveniles of local curfew or loitering ordinances.
29. **Runaways (Persons Under Age 18)**, limited to juveniles taken into protective custody under the provision of local statutes.

ACTIVITY: UCR HIERARCHY SCENARIOS

Scenario One: Two women broke into a new car dealership after closing. They took the cash from the dealership's office safe and two new automobiles from the garage.

What offenses were committed in this incident?

According to the Classification Hierarchy, what are the Part I offenses, if any?

According to the Classification Hierarchy, what is the highest Part I offense?

Scenario Two: A burglar broke into a home, stole several items, and placed them in a car belonging to the owner of the home. The homeowner returned and surprised the thief, who in turn knocked the owner unconscious by hitting him in the head with a chair. The burglar fled the scene in the homeowner's car.

What offenses were committed in this incident?

According to the Classification Hierarchy, what are the Part I offenses, if any?

According to the Classification Hierarchy, what is the highest Part I offense?

Part I Offenses Classification Hierarchy

- | | |
|-----------------------|------------------------|
| 1. Criminal Homicide | 5. Burglary |
| 2. Forcible Rape | 6. Larceny-theft |
| 3. Robbery | 7. Motor Vehicle Theft |
| 4. Aggravated Assault | 8. Arson |

HOTEL RULE

Burglaries of hotels, motels, lodging houses, or other places where lodging of transients is the main purpose can present reporting problems to law enforcement. If a number of units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary must be reported as a single offense. Examples are burglaries of a number of rental hotel rooms, rooms in flop houses, rooms in youth hostels, and units in a motel. If the individual living areas in a building are rented or leased to the occupants for a period of time that would preclude the tenancy from being classified as transient, then the burglaries would most likely be reported separately by the occupants. Such burglaries must be reported as separate offenses. Examples of this latter type of multiple burglary would be the burglaries of a number of apartments in an apartment house, of the offices of a number of commercial firms in a business building, of the offices of separate professionals within one building, or of a number of rooms in a college dormitory.

Thefts from automobiles, whether locked or not; shoplifting from commercial establishments; and thefts from telephone booths, coin boxes, or coin-operated machines are all classified as larceny-theft offenses. If the area entered was one of open access, thefts from the area would not involve an unlawful trespass and would be classified as larceny-theft. A forcible entry or unlawful entry in which no theft or felony occurs but acts of vandalism, malicious mischief, etc. are committed is not classified as a burglary provided investigation clearly established that the unlawful entry was for a purpose other than to commit a felony or theft. (For information about vandalism as a Part II offense, see page 141.) Of course, if the offender unlawfully entered the structure, a multiple offense exists and the agency must classify the offense as a burglary.

Larceny-theft is an element of burglary and, therefore, must not be reported as a separate offense if associated with the unlawful entry of a structure. If a forcible or unlawful entry of a building is made to steal a motor vehicle, the reporting agency must count the offense and the value of the vehicle under burglary, not motor vehicle theft.

When a question arises as to whether a type of structure comes within the scope of the burglary definition, the law enforcement officer must look to the nature of the crime and be guided by the examples set forth. If a question remains, the agency should contact its state UCR Program. Direct contributors should contact the national Uniform Crime Reporting Program, Federal Bureau of Investigation, 1000 Custer Hollow Road, Clarksburg, WV 26306; telephone (888) UCR-NIBR/(888) 827-6427.

NOTE: It is important to remember that offenses must be classified according to UCR definitions and not according to state or local codes. Some states might, for instance, categorize a shoplifting or a theft from an automobile as burglary. These offenses are not classified as burglaries in UCR and must be reported to the national Program as larceny-thefts.

3. A man forcibly entered a sporting goods store, which was closed, and stole cash and merchandise including numerous firearms. The next day, the police arrested a man during an attempted street robbery. The man was armed with a handgun, which further police investigation determined he stole from the sporting goods store the previous day.

Application of the Separation of Time and Place Rule: In this scenario, two crimes have been committed at different times and places—a burglary and a robbery. In other words, there are two distinct operations with a separation of time and place. The reporting agency should classify and score separately the Burglary—Forcible Entry (5a) and the Robbery—Firearm (3a).

4. A known purse snatcher caught in the act was subsequently identified by four additional women as having snatched their purses at different times. All stated that the thief knocked them down when he stole their purses. The thief admitted to all five robberies.

Application of the Separation of Time and Place Rule: This scenario illustrates five separate and distinct operations by the same offender. The reporting agency must classify and score five Strong-arm Robbery offenses (3d).

Because it is not possible to provide instructions that will cover all of the situations that might occur, in some cases the reporting agency will have to use its best judgment in determining how many incidents were involved.

Separation of Time and Place Rule

Occasionally, an individual or a group will perpetrate a number of offenses over a short period of time. If there is a separation of time and place between the commission of several crimes, the reporting agency must handle each crime as a separate incident and must classify and score each offense individually.

Same time and place means that the time interval between the offenses and the distance between locations where they occurred are insignificant. Normally, the offenses must have occurred during an unbroken time duration and at the same or adjoining location(s). However, incidents can also be comprised of offenses which, by their nature, involve continuing criminal activity by the same offender(s) at different times and places, as long as investigation deems the activity to constitute a single criminal transaction.

The following scenarios illustrate the proper application of the Separation of Time and Place Rule:

1. A man and a woman were parked at a secluded location. A gunman surprised them and shot and killed the man when he resisted. He abducted the woman and drove across town to a secluded area where he forcibly raped her. The police arrested the perpetrator at the scene.

Application of the Separation of Time and Place Rule: This incident is an example of two separate crimes against the person—Criminal Homicide (1a) and Forcible Rape(2a). The Hierarchy Rule does not apply because there is a separation of time and place between the two crimes.

2. A robber entered a bank, stole \$5,000 from a teller at gunpoint, and then escaped in a getaway car. At a shopping center parking lot across town, the robber and an accomplice stole a car in their effort to elude police.

Application of the Separation of Time and Place Rule: Because of the separation of time and place between the robbery and the theft of the motor vehicle, these incidents must not be handled as a multiple-offense situation. The two crimes must each be classified and scored as separate offenses—one Robbery—Firearm (3a) and one Motor Vehicle Theft—Auto (7a).

Burglary Scenario Handout-Part One

“Two women broke into a new car dealership after closing. They took the cash from the dealership’s office safe and two new automobiles from the garage.”

You are working Beat 2626 on the 3rd watch, today’s date. At 2247 hrs. you are assigned to investigate the break-in at the Fudd Ford Dealership. The address of the dealership is 1300 W. Jackson Boulevard, which is located on Beat 2627.

It took you 3 minutes to arrive at the dealership.

YOUR PRELIMINARY INVESTIGATION PRODUCED THE FOLLOWING INFORMATION:

You wrote notes in your field notebook.

When you got there, a white male met you in the lot and told you he was the owner of the dealership. You interviewed him. You asked for his name, home address, home phone and business phone (the business phone is the number for Fudd Ford Dealership).

He replied with the following: His name is Elmer Fudd, middle initial of D. and is 47 years old. He lives at 1400 N. Ashland in Chicago and his home phone is 746-8310, area code 312. The phone number for Fudd Ford is 746-7777, area code 312. He’s normally at the dealership from 7:00 a.m. until 8:30 p.m., after the dealership closes.

You then asked him to relate what happened. He told you he closed the dealership at the regular time, which was 8:00 p.m. After finishing some paperwork, he turned off the lights, except for the emergency lights, security lights and the outdoor sign. He left around 8:30 or so.

When he got home, he got a phone call around quarter after 10 from the gas station attendant next door to the dealership who told him she saw two women break the window in the side door and enter the building. Within a few minutes she saw the garage doors open and each of the women drove out in a brand new Taurus.

Fudd said it took him about 15 minutes to drive back to the dealership. When he got there he saw the two overhead garage doors open and the window to the side door broken out. He entered the building through the garage and walked to the showroom office. The office door was open, the office lights were on and the safe was open. In answer to your interview questions Fudd told you he rarely locks the safe and only kept about \$200.00 USC or so in it. Also, he said the dealership has a burglar alarm, but it has not been operating for the last 4 days due to violent storms 4 days ago.

You asked Fudd to show you the garage and the side door and both of you walked over to the garage. You noted that the dealership is on the north side of Jackson, and faces south. The side door is on the east side of the showroom, and the garage is added on to the east

side of the showroom and is set about 25 feet back. You saw the 2 overhead doors in the open position, and observed the window of the side door broken. The broken glass was on the showroom side of the door, along with a brick. There is a deadbolt lock on the door, with a turn latch on the inside. There's an outside light over the door that shines down.

You and Fudd walked into the garage and he indicated where the 2 Tauruses were parked. He said the keys for both cars were on the front seats. You and Fudd then walked through the garage to the showroom office. You observed the open showroom office door, and saw the floor safe which is located behind Fudd's desk. The door to the safe was open, and there was nothing in the safe.

Continuing with your investigation, you ask Fudd for a description of the two Tauruses. He provided dealership paperwork for each car. One was a 2012 dark blue 4-door Taurus SEL, Vehicle Identification Number 2FGZA525824AC10336 (MSRP \$26,670.00) and the other was a 2012 red 4-door Taurus Limited, Vehicle Identification Number 2FGZA525824AC10448 (MSRP \$30,670.00). Neither car had license plates. However, both of them had vehicle information pages taped to the inside of the driver's side rear window. You get on the radio and notify the dispatcher in a flash message that you have information on recent stolen vehicles. You provide the vehicle descriptions including the VIN numbers stating the offenders have keys to the vehicles.

Your preliminary investigation continues when you go to the BP gas station next to the dealership. Walking inside, you approach the two attendants and ask which one called Fudd. A white female attendant identified herself as calling Fudd about the break-in. You ask for her name and contact information and she provides the following: Her name is Mary Gould, no middle initial and she is 19 years old. Gould lives at 812 S. Halsted, 2nd floor. Home phone 746-6565, area code 312. Her phone number at the gas station is 746-5656 area code 312. She works there 4:00 p.m. to 12:00 a.m. The address of the gas station is 1260 W. Jackson Blvd.

You asked the other attendant Jose J. Cuerva, a male white Hispanic, if he saw anything. He said no—he just started work at 10:30. Cuerva lives at 3001 S. Halsted and does not have a phone. He was born January 19, 1989. You continue to interview Gould and ask her what she saw. She says she was stocking cartons of cigarettes on the shelves behind the counter. Above the shelves is a window facing west that overlooks the dealership. You note that the window provides a clear view of the east side of the dealership including the showroom side door and garage doors.

Gould continues to say that while stocking the shelves, she saw two women walk up to the side door of the showroom. One of the women had some kind of brick or something and she threw it at the window in the door and it broke.

She said the other woman reached in and unlocked the door and both women walked in to the showroom. After a few minutes, Gould said she saw the garage doors open and a red and blue car came out driven by the two women. Gould thought the burglar alarm would go off but it didn't. She decided to call Fudd at home. The BP station has his home phone because Fudd Ford fills up their cars there, and they use the gas station car wash a lot.

You ask Gould for a description of the women. Gould says it was hard to tell, but they were both about 5'5" tall each, and average weight—maybe 145 lbs. The one with the brick was wearing a dark blue sweater and jeans, and she doesn't remember what the other one was wearing except it was dark clothing. Both had shoulder length hair. They looked to be white Hispanic and in their late teens or early 20's. Gould said it didn't look like they were carrying purses or anything.

You notify dispatch that you have a bonafide burglary, request a sergeant and Evidence Technician to the scene. You provide the IUCR code 610 to the dispatcher who assigns the RD number HR123456 and Event Number 654321. In addition, you notify the Area 6 Property Crimes unit of this incident, speaking with Det. Al Dante, star 4567. You call the North office of Evidence Technicians to request an E.T. to process the scene, and spoke with E.T. Yahnki Dudel, star 456789.

At 2310 hrs., your sector sergeant, Sgt. Sandy Beach, star 8910 arrived on the scene. E.T. Lorna Dune, star 987654 arrived at 2345 hrs.

IMPORTANT NOTES:

- An **event number** is a numeric designation the Computer Aided Dispatch system assigns to each incident reported to OEMC via a 9-1-1 call, or any incident initiated by a field unit when the incident corresponds to a predetermined CAD system category. For an incident reported from the field, the dispatcher may designate the incident as an event and issue an event number as appropriate. *(Ref. G03-01 Communications Systems and Devices)*
- **Beat 3100** is used for addresses of occurrence outside the Chicago corporate limits.
Beat 4100 is used for addresses outside Illinois, but within the U.S.A.
Beat 5100 is used for addresses of occurrence outside of the U.S.A.
(Ref. S04-03-10 Anti-Stalking Statute, Field Reporting Manual)

TO BE CONTINUED.....

Burglary Scenario Handout-Part Two

“Two women broke into a new car dealership after closing. They took the cash from the dealership’s office safe and two new automobiles from the garage.”

YOUR PRELIMINARY INVESTIGATION CONTINUES...

Still at the Fudd Ford Dealership, in the company of Sgt. Sandy Beach and E.T. Lorna Dune, you continue to interview Mr. Fudd.

Since you completed the General Offense Case Report Boxes 1-12, you issued the Victim Information Notice to Fudd, explaining the appropriate information on its reverse. You then ask Fudd about towing the vehicles if they are recovered. You explained that if the vehicles are recovered, and if they are legally parked at the time they are recovered, then he has the option of authorizing the police to tow the vehicle or he has the option of being simply notified of the recovery and the location of the vehicle. If he chooses the first option, he will be responsible for the city towing and storage fees. If he chooses the second option, he is responsible for the vehicle’s safety when he is notified. (*Ref. S04-03-10 Vehicle Theft and Wanted Vehicle Procedures*)

You inform Mr. Fudd that he is to make his decision and verify that is his choice by signing the Victim-Complainant Signature Form. Fudd decides that if either of the vehicles stolen in the burglary is found, he wants the city to tow and store it until he makes arrangements to pick it up. You complete the required information on the Victim-Complainant Form, checking the “Prefer City of Chicago Tow” box and you have Fudd affix his signature in the appropriate box.

Having finished your preliminary investigation, you contact the Communication Operations Section City-wide III dispatcher.

You inform the dispatcher that you have the bona fide theft of 2 motor vehicles, and provide the dispatcher with all of the vehicle information you have:

- Vehicle identifiers verified by the paperwork provided by Mr. Fudd
- The location of the theft
- Beat of occurrence
- Beat of reporting unit
- Date and time of occurrence
- RD number

In addition, you inform the dispatcher of Mr. Fudd’s decision to have the vehicles towed in the event they are recovered, and provide the dispatcher with Mr. Fudd’s contact information. (*Ref. S04-03-10 Vehicle Theft and Wanted Vehicle Procedures*).

VICTIM/COMPLAINANT SIGNATURE**CHICAGO POLICE DEPARTMENT**

| | | | | |
|---|--------------------|--------------------|-----------------------|------------------|
| INCIDENT: <input type="checkbox"/> MISSING PERSON <input type="checkbox"/> VEHICLE THEFT <input type="checkbox"/> OTHER | | | PRIMARY CLASS. | SECONDARY CLASS. |
| VICTIM/COMPLAINANT | DATE OF OCCURRENCE | TIME OF OCCURRENCE | ADDRESS OF OCCURRENCE | |

MISSING PERSONS:

When persons reported missing are located or have returned, notify the Area Special Victims Unit of the Chicago Police Department.

I confirm the information I have provided in reporting this incident is true and correct to the best of my knowledge. The person described is missing. If the missing person is located beyond city limits, I (complainant) agree to arrange for his/her transportation at my cost.

STOLEN VEHICLE RECOVERY:

The Chicago Police Department must be notified IMMEDIATELY, via the "911" emergency number, when:

1. Property reported lost or stolen is recovered.
2. A vehicle reported stolen is recovered by someone other than a law enforcement agency.

NOTE: If you were unable to provide your current city/state/license and vehicle identification numbers when you reported your vehicle stolen, you must immediately notify an Area Robbery /Burglary/Theft Unit. Your vehicle cannot be recovered unless these numbers are provided. After recovery you will be notified by telephone or mail.

If Vehicle recovered legally parked (local Steal) Owner/Complainant requests:

- ☐ Prefer City of Chicago Tow* ☐ Notification ☐ Option Given-Signature Refused

* NOTE: Any vehicle reported stolen, which is recovered in Chicago, may be towed regardless of the owner's preference or request. The owner must pay towing and storage fees to recover the vehicle from the pound. No special protection will be afforded a recovered vehicle.

| | |
|-----------------------------|------------------------|
| OWNER/COMPLAINANT SIGNATURE | OFFICER SIGNATURE/STAR |
|-----------------------------|------------------------|

CPD-11.385 (7/03)

PRELIMINARY INVESTIGATIONS, OFFICER SAFETY & REPORT WRITING

Officers' work in the field plays a vital and fundamental role in the course of a continuing investigation and influences the investigation's final outcome.

Working together, the Patrol and Detective Divisions conduct thorough investigations to build cases where felons are appropriately charged and convicted. A detective's work strongly relies on the work performed by patrol officers who collect and preserve evidence and information. The quality of your investigation and reporting is vitally important to follow-up investigation. Our shared goal is to convict the bad guys.

Detectives largely conduct follow-ups. These follow-ups build on all the hard work patrol officers put into the case. The strength of a case begins in the field with the preliminary investigation. Your report is the record of your preliminary investigation.

BEST PRACTICES

Following are **10 Exemplary Actions** practiced by hard working, dedicated field officers who conduct quality preliminary investigations. Again, it is the high quality of such investigations that contributes to approval of felony charges and convictions in court.

***Thanks for all your hard work.
Stay safe out there.***

■ Detectives, Area 1, RBT, 3rd Watch (312) 747-8384

ACTION #1: VERIFY PEOPLE'S IDENTITIES

Officers who conduct quality preliminary investigations...

- **Verify people's identities** by asking for **photo identification**.
- **Record dates of birth** and/or **Drivers' License Numbers** in the narratives of their reports
- **Obtain multiple contact numbers** for victims and witnesses.
- **Document scars, tattoos and other unique identifiers.**

This information is very helpful to detectives, but can, more importantly, assist you in conducting your investigation. Knowing exactly who you are dealing with on the street enhances officer safety and effectiveness of police response.

WHAT IF THEY REFUSE TO PROVIDE THIS INFORMATION?

If people have a problem providing this information, you can tell them:

- it is only standard police procedure
- that any crime reported is taken very seriously
- and that detectives will need this info in order to conduct their follow-up investigation

Although they are not required by law to produce an I.D., ask yourself: Why someone who called you for help would then refuse to provide you with their identifiers?

SHOULD THEIR REFUSAL BE CAUSE FOR CONCERN?

Below are some reasons individuals may be reluctant to provide you with identification. He/she may:

- be providing you an alias, even as the victim/complainant/witness.
- have an active warrant.
- fear they have a warrant.
- be reporting a fictitious incident for unknown reasons, including attempts to distract you from the real crime that has occurred, is occurring, or will occur.
- be attempting to cover up their true part in the incident.
- be attempting to draw your attention away from a separate criminal incident in which he/she is the real offender.
- fear retribution for themselves or their family.

If time allows and you can do so *safely*, run name checks on any individuals for whom you are providing a police service.

For homeless persons, document where they can be regularly found, i.e. shelter, intersection, street with an accurate physical description of the person.

ACTION #2: IDENTIFY ALL WITNESSES & LIST THEM IN THE REPORTS

Officers who conduct quality preliminary investigations:

- **Identify** any known **witnesses** to the crime.
- **Include** the witnesses' **names and identifiers** in their reports.
- **Briefly interview** witnesses, recording information learned in report narratives.
- **Cite** in their reports what the witness alleges to have seen or heard in relation to the crime. Briefly answer the question "*Why is this person a witness to this offense?*" in the narrative.

WARNING: *When officers fail to identify, briefly interview witnesses, and explain just how the "witness" is a witness in the original report, it becomes very difficult for detectives to get the proper felony charges approved later on.*

ACTION #3: ESTABLISH GANG AFFILIATION

Officers who conduct quality preliminary investigations:

- **Identify any known gang affiliations**, of the victim, offender, and witnesses, and **include in their narratives how this information was obtained.**

For example, was the gang affiliation self-admitted by the victim? Do officers have prior knowledge of the offender? Did officers learn this by conducting a name check in Data Warehouse? Did the victim tell you the witness is an active gang member? Did the victim openly state the incident was gang related?

WARNING: *Please do not assume that this information will be discovered by detectives later on in Data Warehouse, or from the victims! Sometimes gang affiliation is not stated in prior incident reports, rap sheets, name checks, or contact cards, although the person is an active gang member.*

Conversely, someone may be labeled as a gang member, when he/she is actually not. This is why it is important to document how this information was obtained.

This information contributes to the safety of the detectives conducting follow-up investigations, and may be relevant to the incident, and very useful in clearing the investigation.

ACTION #4: DETERMINE CO-OFFENDERS' ROLES

Officers who conduct quality preliminary investigations:

- **Discover and record the role played** by each offender in the crime.

Based on victim and witness statements, or by reviewing surveillance on scene, or from their own observations, officers can determine, in robberies and/or burglaries, for example:

- Which offender played the look-out?
- Which offender was armed?
- Which offender made forced entry?
- Which offender entered the premises?
- Which offender remained outside the premises?
- Which offender was driving?
- Which offender said what?

Listing several offenders in a report without listing the part each played in the commission of the crime can inhibit the follow-up investigation and prosecution.

Ask questions attempting to get these answers and you may discover that an "offender" is actually a witness, or that a "witness" is actually a co-offender.

ACTION #5: ACCURATELY CITE "EXCITED UTTERANCES" OR ANY STATEMENTS MADE BY OFFENDERS

Officers who conduct quality preliminary investigations:

- **Accurately cite** any "excited utterances" or statements taken **legally** from offenders. If no statements were made, then none are cited.

When reporting or arresting officers cite "excited utterances" and/or formal statements made by offenders, it is likely detectives, during their interrogation of offenders, will verify that the utterances/statements were made to the reporting/arresting officers.

WARNING: *In the past, Felony Review has rejected cases based on "contradictory statements" made by offenders. Felony Review will compare any statements made by offenders to responding officers against any statements made by the same offenders to detectives.*

NOTE: "Excited Utterance" is a declaration made under the stress of excitement; it is an exception to the hearsay rule and is therefore admissible evidence.

Lynton, Ph.D., J.D., Jonathan S., Ballentine's Legal Dictionary and Thesaurus, Delmar Publishers, Inc., 1995.

Field Case Reporting: Hour Eight—The Narrative

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**ACTION #6:
ACCURATELY DOCUMENT
PROBABLE CAUSE FOR NAMED OFFENDERS**

Officers who conduct quality preliminary investigations:

- Will **name as offenders** only those persons where evidence would support any prudent person's belief that the named person committed the crime.
- Will add in the report **NARRATIVE**, that a victim told them "It must be John Smith, my neighbor, because we haven't been getting along." This is an **ASSUMPTION**. John Smith should NOT be inserted in the offender box **unless there is someone who witnessed John Smith committing the crime. This is true for both adult and juvenile offenders.**

Again, if someone is claiming to have seen "John Smith" commit the crime, that person should be listed as a **witness** on the report.

WARNING: *When a named offender is inserted in the offender box, without probable cause documented in the report, Felony Review may reject charges.*

**ACTION #7:
CONDUCT SOLID
PHOTO ARRAYS & SHOW UPS**

Officers who conduct quality investigations:

- **Conduct** photo arrays and show-ups according to **Department procedures.**
- **Document and record** the dates, times, and results of these procedures on **Supplementary Reports.**

When **photos of suspects** (who are acquaintances of, or otherwise known to, the victims/witnesses) are shown to victims/witnesses from a Personal Data Terminal (PDT), the **names and Central Booking numbers (CB#s)** of all individuals shown are documented on Supplementary Reports.

WARNING: *Felony Review has rejected cases in which officers placed the offender's name, address, etc. in the Original Offense Case Report, when this information was not known at the time the report was made. In other words, the steps officers took to identify the offender (i.e. photo array) were never documented. This leads Felony Review to believe that the victim provided the name and address to the Reporting Officers at the time the report was made. Felony Review then assumes the victim knew the offender personally.*

**ACTION #8:
LOCATE, COLLECT & INVENTORY
CRIME SCENE SECURITY SURVEILLANCE**

Officers who conduct quality preliminary investigations:

- **Locate, collect and inventory security video surveillance** from the crime scene.

If detectives are not responding to the scene, it is important for responding officers to collect surveillance from the scene when possible. This is because videos may be overwritten before the case is assigned to a detective for follow-up.

**ACTION #9:
TREAT BURGLARIES WITH CARE**

Officers who conduct quality preliminary investigations:

- **Request an Evidence Technician to process** the scene
- **Request an Evidence Technician for photographs of burglary proceeds**, prior to returning the proceeds to the victims – these photographs are important for prosecution.

Additionally, when officers are aware of possible suspects in burglaries, they must communicate that to detectives. If fingerprints found on scene are suitable only for direct comparison, fingerprints may be compared, and multiple burglaries cleared. A conviction of one burglar can cause a significant decrease in burglaries citywide!

**ACTION #10:
WITH REPORT WRITING,
DO NOT KEEP IT SIMPLE**

Officers who conduct quality preliminary investigations:

- Write reports that include **all details pertinent** to the investigation.
- Write reports that are **legible, logical and organized**.

WARNING: *Felony Review has rejected cases because, as they tell us, "If it's not in the report, then it didn't happen."*

Continue the good work. We hope to see you in the Detective Division soon.

*Area 1 / RBT Detectives / 3rd Watch
(312) 747-8384 / PAX 1127*

Rev. March 2009

**INCIDENT REPORTING GUIDE - CPD-63.451**

| | | | |
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| INDEX CATEGORY: | Department Guides and Manuals | | |

OFFENSE / INCIDENT CLASSIFICATION CODE TABLES**A. PURPOSE OF THE INCIDENT REPORTING GUIDE**

The Incident Reporting Guide will be used to determine:

1. The type of report required to record an incident or the Miscellaneous Incident Procedure to be followed; and
2. The proper offense classification of an incident on a case report.

B. HOW TO USE THE INCIDENT REPORTING GUIDE COLUMNS

1. **INCIDENT** - This column lists, in alphabetical order, brief descriptions of various situations comprising violations of Illinois Compiled Statutes, violations of the Municipal Code of Chicago, and selected non-criminal incidents.
2. **REPORT TO BE USED** - This column indicates the specific report form to be completed when documenting each of the various incidents listed.
3. **OFFENSE/INCIDENT CLASSIFICATION/PRIMARY BOX** - This column indicates which entry is to be made in the "Primary Offense" box on the appropriate case report.
4. **OFFENSE/INCIDENT CLASSIFICATION /SECONDARY BOX** - This column indicates which entry is to be made in the "Secondary Offense" box on the appropriate case report.
5. **OFFENSE CODE** - This column indicates the I-UCR offense code to be used when applicable.

C. DEFINITIONS

1. **Assault incidents**, without exception, involve the use of force and do not involve any actual contact between the victim and offender. All unsuccessful attempts at force by an offender that do not involve a deadly weapon (e.g. attempting to punch someone or throwing a stone at another person but no one is actually struck) should be classified as an assault. All successful attempts at force by an offender that do involve a deadly weapon another (e.g. shooting a firearm at person but no one is actually struck) should be classified as an aggravated assault.
2. **Battery incidents**, involve only those cases when actual physical contact is made between the victim and offender. In selecting the proper battery classification, members should be aware of three possible aggravating factors:
 - a. The victim suffered great bodily harm (serious injury); or
 - b. The offender used a dangerous weapon capable of causing death or great bodily harm AND there was contact made with the victim during the victim during the attack; or
 - c. There was contact made with the victim during the attack (including minor contact or injury) AND the victim was a police officer or other, protected employee.
3. Consistent with Uniform Crime Reporting standards, only those aggravated batteries involving great bodily harm (serious injury) or the offender's use of a dangerous weapon capable of causing death or great bodily harm are statistically considered for Index Crimes purposes.

D. NOTES

1. **ATTEMPT, SOLICITATION, CONSPIRACY** - When recording an arrest for Solicitation (720 ILCS 5/8-1), Conspiracy (5/8-2), or Attempt (5/8-4), note in the Arrest Report the underlying ILCS statute that was attempted or otherwise involved in the incident. This will enable accurate entry of the related charges into CHRIS during the booking process. [For example, with an arrest for "Attempt Burglary," on the Arrest Report: enter "720 ILCS 5/8-4 (Attempt)" as the charge and record "720 ILCS 5/19-1-a (Burglary)" on the first line of the report narrative.]
2. **INDEX CRIMES** - IUCR Codes for the Index Crimes are listed by category as follows:

| <u>INDEX CATEGORY</u> | <u>RELATED IUCR CODES</u> |
|---|--|
| Homicide | 0110, 0130 |
| Criminal Sexual Assault | 02XX and 1753, 1754 |
| Robbery | 03XX |
| Aggravated Assault and Aggravated Battery | 041A, 041B, 0420, 0430, 0440, 045X (excluding 0454), 046X (excluding 0460), 0479, 048X (excluding 0484, 0486, 0487), 049X (excluding 0494), 051A, 051B, 0510, 0520, 0530, 055X (excluding 0545 and 0554) |
| Burglary | 06XX |
| Theft | 08XX |
| Motor Vehicle Theft | 091X, 092X, 093X, 094X (excluding 0940, 0945, 0947, 0948) |
| Arson* | 1010, 1020, 1025, 1090, 1310 (where fire is the cause) |

*Arson is an exception to the hierarchy rule; if another offense that requires a case report occurs in conjunction with the arson, a case report for each offense is required. In all other incidents, only one case report should be completed under normal reporting situations. For more information, refer to the Field Reporting Manual (CPD-63.450).

3. **NARCOTICS** - "Delivery" means the actual, constructive, or attempted transfer or possession of a controlled substance, with or without consideration, whether or not there is an agency relationship (sale). The below listed terms also apply:
 - a. **Cannabis** - Includes marijuana, hashish, and other substances which are identified as including any parts of the plant Cannabis Sativa, whether growing or not.
 - b. **Cocaine** - A derivative of the cocoa leaf having no medicinal benefit. Usually in powder form which is sniffed.
 - c. **Codeine** - A derivative of opium possessing some medicinal value, but like morphine, used in limited amount. Administered by injection or taken orally.
 - d. **Hashish** - A dark brown resin that is collected from the tops of potent cannabis sativa. It is at least five times stronger than marijuana.
 - e. **Heroin** - A derivative of opium possessing no medicinal benefit to the user. White or brown in color, a powdery substance, mixed with liquid and injected subcutaneously or sniffed.
 - f. **Marijuana** - Botanically known as cannabis sativa, a plant which, when prepared, yields a crude fiber that is rolled into a cigarette and smoked.
 - g. **PCP** - A chemically produced hallucinogen in liquid or powder form that is governed under the provisions outlined for the possession and sale of dangerous drugs. Chemical name is Phencyclidine.

- h. **Synthetic Drug Types** - Sedatives: Morphine, Pentazocine, Methaqualone (Quaalude); Stimulants: Amphetamine, Methamphetamine; Depressants: Barbiturates, GHB (gamma hydroxybutyrate), Valium.
4. LOCATION CODES - Select the most precise code from the following:

| <u>Business / Commercial Property</u> | | |
|---|---|---|
| 097 - Appliance Store | 162 - Convenience Store | 277 - Parking Lot/Garage |
| 206 - Athletic Club | 174 - Department Store | 161 - Pawn Shop |
| 103 - Bar or Tavern | 193 - Drug Store | 166 - Pool Room |
| <u>278 - Auto/Boat/RV Dealership</u> | 209 - Factory/ Manufacturing Building | 293 - Restaurant |
| 167 - Barber/Beauty Shop | 220 - Gas Station | 261 - Small Retail Store |
| 109 - Bowling Alley | 221 - Grocery/Food Store | 305 - Sports Arena/ Stadium |
| 140 - Commercial/ Business Office | 260 - Hotel/Motel | 327 - Warehouse |
| 144 - Car Wash | 240 - Liquor Store | |
| 192 - Cleaning Store | 267 - Movie House/Theater | |
| 160 - Coin Operated Machine | 165 - Newsstand | |
| <u>Financial Institution</u> | | |
| 164 - ATM | 175 - Credit Union | 298 - Savings and Loan |
| 100 - Bank | 168 - Currency Exchange | |
| <u>Medical</u> | | |
| 230 - Animal Hospital/ Veterinary Clinic | 233 - Hospital Building/Grounds | 250 - Medical/Dental Office |
| 268 - Nursing Home | | |
| <u>Miscellaneous / Other Location Not Listed</u> | | |
| 096 - Abandoned Building | 171 - Construction Site | <u>143 - Kennel</u> |
| 145 - Cemetery | <u>141 - Farm</u> | 200 - Vacant Lot/Land |
| 151 - Church/Synagogue /Place of Worship | <u>142 - Horse Stable</u> | 330 - OTHER (SPECIFY) |
| <u>Public Building / Property / Way</u> | | |
| 092 - Alley | 292 - Government Building/ Property | 280 - Police Facility/ Vehicle/ Parking Lot |
| 132 - Bridge | 238 - Highway/ Expressway | 281 - Jail/Lock-up Facility |
| 284 - Federal Building | 273 - Lake/Waterway/ Riverbank | 303 - Sidewalk |
| 212 - Fire Station | 245 - Library | 304 - Street |
| 270 - Forest Preserve | 269 - Park Property | |
| <u>Residential - Public and Private</u> | | |
| 090 - Apartment | 123 - CHA Parking Lot/ Grounds | 210 - Residence - Garage |
| 121 - CHA Apartment | 290 - Residence | 289 - Residence - Porch/Hallway |
| 122 - CHA Hallway/ Stairwell Elevator | 176 - Residence - Driveway | 291 - Residence-Yard (Front/ Back) |
| <u>Transportation</u> | | |
| 095A - Aircraft | 095K - Airport Exterior - Secure Area | 325 - CTA Station |
| 095B - Airport Transportation System (ATS) | 095L - Airport Exterior - Non-Secure Area | 317 - Other Railroad Property/ Train Depot |

| | | |
|--|--|---------------------------------------|
| 095C - Airport Parking Lot | 095M - Airport Vending Establishment | 309 - Taxicab |
| 095D - Airport Terminal Lower Level - Secure Area | 104 - Boat/Watercraft | 262 - Vehicle - Commercial |
| 095E - Airport Terminal Upper Level - Secure Area | 119 - CTA Bus | 126 - Vehicle - Delivery Truck |
| 095F - Airport Terminal Lower Level - Non - Secure Area | 320- CTA Bus Stop | 259 - Vehicle - Non-Commercial |
| 095G - Airport Terminal Upper Level - Non - Secure Area | 321 - CTA Train | 310 - Vehicle - Other Ride Service |
| 095H - Airport Terminal Mezzanine - Non-Secure Area | 322 - CTA Parking Lot/Garage/ Other Property | 257 - Other Commercial Transportation |
| 095I - Airport Building Non-Terminal - Secure Area | 323 - CTA Platform | |
| 095J - Airport Building Non-Terminal - Non - Secure Area | 324 - CTA Tracks – Right of Way | |
| <u>School / University / Child Care Facility</u> | | |
| 169 - College/University Building/ Grounds | 313 - School - Private - Building | 314 - School - Public - Building |
| 170 - College/University Residence Hall | 299 - School - Private - Grounds | 300 - School - Public – Grounds |
| 177 - Day Care Center | | |

OFFENSE / INCIDENT CLASSIFICATION CODE TABLES

(Items indicated by *italics/double underline* were added or revised.)

INCIDENT REPORTING GUIDE / CHICAGO POLICE DEPARTMENT

| INCIDENT | REPORT TO BE USED | OFFENSE/INCIDENT CLASSIFICATION | | OFFENSE CODE |
|---|---|---------------------------------|--|--------------|
| PRIMARY BOX | SECONDARY BOX | | | |
| ABANDONMENT OF REFRIGERATOR | Misc. Incident Procedure | -- | -- | -- |
| ABANDONED VEHICLE (see VEHICLE TOW) | | | | |
| ABDUCTION, CHILD (If offender is a family member see (CHILDREN, OFFENSES INVOLVING). If offender is not a family member see KIDNAPPING.) | | | | |
| ABORTION, CRIMINAL – Includes only those abortion acts in violation of the Illinois Abortion Law of 1975 - 720 ILCS 510/. | General Offense | Criminal Abortion | Criminal Abortion | 2500 |
| ABUSE & GROSS NEGLECT – Care Facility Resident - Abuse/ Neglect / Gross Neglect Long-Term Care Facility Resident (see also BATTERY) | General Offense | Other Offense | Abuse/Neglect – Care Facility | 500N |
| ACCIDENT, SERIOUS – Non-Traffic (see HOSPITALIZATION) | | | | |
| ADULTERY | General Offense | Sex Offense | Adultery | 1572 |
| AED-AUTOMATED EXTERNAL DEFIBRILLATOR (see Hospitalization report) | | | | |
| AIDS (see SEX OFFENSES) | | | | |
| ALARMS, Burglary, hold-up, etc. (Note: Bona fide offense requires proper case report) | Misc. Incident Procedure | -- | -- | -- |
| ANIMALS - Any animal | | | | |
| Abuse, Neglect, or Abandonment – beat, cruelly treat, torment, starve, overwork, or otherwise abuse any animal; or abandon an animal where it may become a public charge or may suffer injury, hunger, or exposure. (copy to Animal Abuse Control Team) | General Offense | Other Offense | Animal Abuse/Neglect | 501A |
| Animal Torture – infliction of extreme abuse intended to increase/prolong the pain, suffering, or agony of an animal. | | | | |
| Aggravated Cruelty – intentionally commit an act that causes a companion animal to suffer serious injury or death. | | | | |
| Animal Fighting – including all unlawful animal fighting involving dogs, roosters, or other animals. (Specify animal type in the Box 58, "Unusual Characteristics of Offense.") | | | Animal Fighting | 1682 |
| Bites | Animal and Rabies Control Animal Bite Report | -- | -- | -- |
| Dangerous | Misc. Incident Procedure | | | |
| Destruction of animal by Police (See SPECIAL CASE REPORTING INDEX FOR "USE OF FORCE INCIDENTS") | | | | |
| Removal/Impounding of Stray/Unlicensed/Injured/ Diseased by Animal Control Center or private agency | Misc. Incident Procedure | -- | -- | -- |
| ANNOYING PHONE CALLS (see TELEPHONE CALLS) | | | | |
| ARMED VIOLENCE (see PUBLIC PEACE VIOLATION) (For a listing of Category I and Category II weapons, see WEAPONS VIOLATIONS & RELATED OFFENSES.) | | | | |
| ARSON | | | | |
| Aggravated – Caused Bodily Harm | General Offense | Arson | Aggravated | 1025 |
| Aggravated – Persons Present | General Offense | Other Offense | Attempt | 1090 |
| Attempt Arson | | | By Explosive | 1010 |
| by Explosive | | | By Fire | 1020 |
| by Fire | | | Possession – Chemical/Dry Ice Device | 1035 |
| Possession of Chemical or Dry Ice Device (e.g., homemade chemical bomb, etc.) | | | Possession – Explosive, Incendiary Device | 1030 |
| Possession of Explosive, Incendiary Device, etc. | | | Other Arson/Explosive Incident | 5003 |
| Other Crime Involving Arson or Explosives | | | | |
| ARSON THREATS (see THREATS) | | | | |
| ASSAULT – without lawful authority, the offender engages in conduct which places victim in reasonable apprehension of receiving a battery. | | | | |
| Aggravated Assault | | | | |
| - offender armed with a handgun | General Offense | Assault | Aggravated – Handgun | 051A |
| - offender armed with other firearm | | | Aggravated – Other Firearm | 051B |
| - offender armed with a knife/cutting instrument | | | Aggravated – Knife of Cutting Instrument | 0520 |
| - offender armed with other dangerous weapon capable of causing death or great bodily harm | | | Aggravated – Other Dangerous Weapon | 0530 |
| Aggravated Assault of a Police Officer (If victim is a Chicago Police Department member, a Tactical Response Report is required AND Officer Battery and Injury On Duty Reports may be required.) | | | | |
| - offender armed with a handgun | General Offense | Assault | Aggravated of a Police Officer – Handgun | 0550 |
| - offender armed with other firearm | | | Aggravated of a Police Officer – Other Firearm | 0551 |
| Aggravated Assault of a Police Officer | | | | |
| - offender armed with a knife/cutting instrument | General Offense | Assault | Aggravated of a Police Officer – Knife or Cutting Instrument | 0552 |

INCIDENT REPORTING GUIDE / CHICAGO POLICE DEPARTMENT

| INCIDENT | REPORT TO BE USED | OFFENSE/INCIDENT CLASSIFICATION | | OFFENSE CODE |
|--|-------------------|---------------------------------|---|--------------|
| | | PRIMARY BOX | SECONDARY BOX | |
| ASSAULT – without lawful authority, the offender engages in conduct which places victim in reasonable apprehension of receiving a battery. | | | | |
| - offender armed with other dangerous weapon capable of causing death or great bodily harm | | | Aggravated of a Police Officer – Other Dangerous Weapon | 0553 |
| - offender not armed | General Offense | Assault | Aggravated of a Police Officer- Hands, fists, feet, no injury | 0554 |
| Aggravated Assault of a Protected Employee – (see also "Aggravated Assault of a Police Officer.") The offender acts to prevent a "Protected Employee" from performing his/her official duties or in retaliation for such performance. A "Protected Employee" includes a peace officer, community policing volunteer, fireman, correctional officer, emergency medical technician, paramedic, ambulance driver, other medical assistance personnel, public transportation employee, Illinois State or municipal corporation employee, teacher, school employee, park district employee on school/park district grounds/property, an employee of the State Dept. of Public Aid, County Dept. of Public Aid, Dept. of Human Services on public aid grounds/in a residence of a public aid applicant/recipient, while in the performance of official duties, utility worker, or security officer. | | | | |
| - offender armed with a handgun | General Offense | Assault | Aggravated of a Protected Employee – Handgun | 0555 |
| - offender armed with other firearm | | | Aggravated of a Protected Employee – Other Firearm | 0556 |
| - offender armed with a knife/cutting instrument | | | Aggravated of a Protected Employee – Knife of Cutting Instrument | 0557 |
| - offender armed with other dangerous weapon capable of causing death or great bodily harm | | | Aggravated of Protected Employee – Other Dangerous Weapon | 0558 |
| - offender not armed | | | Aggravated of a Protected Employee – Hands, Fists, Feet no injury | 0545 |
| Simple Assault – Engages in conduct which places another in reasonable apprehension of receiving a battery; no dangerous weapon capable of causing death or great bodily harm. | | | | |
| - victim NOT a Protected Employee or Police Officer | General Offense | Assault | Simple | 0560 |
| AUTO THEFT (see THEFT - MOTOR VEHICLE) | | | | |
| BATTERY – without lawful authority, intentionally/knowingly makes physical contact of an insulting or provoking nature or causes bodily harm | | | | |
| Aggravated Battery | | | | |
| - shot victim with handgun | General Offense | Battery | Aggravated – Handgun | 041A |
| - shot victim armed with non-handgun firearm | | | Aggravated – Other Firearm | 041B |
| - cut or stabbed with a knife/cutting instrument | | | Aggravated – Knife or Cutting Instrument | 0420 |
| - injured victim with other dangerous weapon. Includes cases where firearm used as bludgeoning instrument. | | | Aggravated – Other Dangerous Weapon | 0430 |
| - offender used a caustic substance (heinous battery) | | | | |
| - offender not armed, but caused great bodily harm, or permanent disability or disfigurement | | | Aggravated – Hands, fists, feet, serious injury | 0479 |
| - offender not armed and victim not injured or with minor injuries only; and either the offender was wearing a hood, mask, etc., or the victim was pregnant or handicapped | | | Aggravated – Hands, fists, feet, no/minor injury | 0440 |
| Aggravated Battery of a Police Officer (If victim is a Chicago Police Department member, a Tactical Response Report is required AND Officer Battery and Injury On Duty Reports may be required.) | | | | |
| - shot with handgun | General Offense | Battery | Aggravated of a Police Officer – Handgun | 0450 |
| - shot with non-handgun firearm | | | Aggravated of a Police Officer – Other Firearm | 0451 |
| - cut with a knife/cutting instrument | | | Aggravated of a Police Officer – Knife or Cutting Instrument | 0452 |
| - injured victim with other dangerous weapon capable of causing death or great bodily harm or offender used a caustic substance (heinous battery) | | | Aggravated of a Police Officer Other Dangerous Weapon | 0453 |
| - offender not armed, but caused great bodily harm, or permanent disability or disfigurement | | | Aggravated of a Police Officer – Hands, fists, feet serious injury | 0461 |
| - offender not armed and victim not injured or with minor injuries only | | | Aggravated of a Police Officer – Hands, fists, feet, no/minor injury | 0454 |
| Aggravated Battery of a Protected Employee (See definition of Protected Employee under "Aggravated Assault of Protected Employee." Aggravated Battery of a Protected Employee also includes taxi driver.) | | | | |
| - shot with a handgun | General Offense | Battery | Aggravated of a Protected Employee – Handgun | 0480 |
| - shot with a non-handgun firearm | | | Aggravated of a Protected Employee – Other Firearm | 0481 |
| - cut with a knife/cutting instrument | | | Aggravated of a Protected Employee – Knife or Cutting Instrument | 0482 |
| - injured victim with other dangerous weapon capable of causing death or great bodily harm. | | | Aggravated of a Protected Employee – Other Dangerous Weapon | 0483 |
| - offender used a caustic substance (heinous battery) | | | | |
| - offender not armed, but caused great bodily harm, or permanent disability or disfigurement | | | Aggravated of a Protected Employee – Hands, fists, feet, serious injury | 0462 |
| - offender not armed and victim not injured or with minor injuries only | | | Aggravated of a Protected Employee – Hands, fists, feet no/minor injury | 0484 |

INCIDENT REPORTING GUIDE / CHICAGO POLICE DEPARTMENT

| INCIDENT | REPORT TO BE USED | OFFENSE/INCIDENT CLASSIFICATION | | OFFENSE CODE |
|---|--------------------------|----------------------------------|---|--------------|
| | | PRIMARY BOX | SECONDARY BOX | |
| BATTERY – without lawful authority, intentionally/knowingly makes physical contact of an insulting or provoking nature or causes bodily harm | | | | |
| Child, Aggravated Battery – Victim under age 13 (or institutionalized severely or profoundly mentally retarded person) suffers great bodily harm or permanent disability or disfigurement; Offender is 18 years of age or older (if offender is a family member, see CHILDREN, OFFENSES INVOLVING and Domestic Battery in this section). | | | | |
| - Aggravated Battery of a Child | General Offense | Battery | Aggravated of a Child | 0485 |
| Child, Unborn, Aggravated Battery – Victim is an unborn child and offender, without legal justification, intentionally or knowingly causes bodily harm. (Does not include acts committed during any lawful abortion as defined under the Illinois Abortion Law of 1975 – 720 ILCS 510.) | | | | |
| - Aggravated Battery of an Unborn Child (Unborn child suffered great bodily harm or permanent disability or disfigurement.) | General Offense | Battery | Aggravated of Unborn Child | 0487 |
| - Battery of an Unborn Child | | | Of an Unborn Child | 0475 |
| Domestic Battery – Causes bodily harm or makes physical contact with any family or household member. (Ref. 725 ILCS 5/112A-3: "Family or household member" defined as spouses, former spouses, parents, children, stepchildren, other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have had a dating relationship or dated, and persons with disabilities and their caretakers.) See also the definition of "Family Member" under CHILDREN, OFFENSES INVOLVING.) | | | | |
| - Simple Domestic Battery | General Offense | Battery | Domestic Battery – Simple | 0486 |
| - shot with a handgun | | | Aggravated Domestic Battery – Handgun | 0488 |
| - shot with non-handgun firearm | | | Aggravated Domestic Battery – Other Firearm | 0489 |
| - Cut with a knife/cutting instrument | | | Aggravated Domestic Battery – Knife/Cutting Instrument | 0496 |
| - Injured victim with other dangerous weapon capable of causing death or great bodily harm. | | | Aggravated Domestic Battery – Other Dangerous Weapon | 0497 |
| - offender not armed and used only hands, fists, feet but caused serious injury to victim | | | Aggravated Domestic Battery – Hands, fists, feet serious injury | 0498 |
| Senior Citizen, Aggravated Battery – Victim a person 60 years of age or older and offender, without legal justification, intentionally or knowingly causes great bodily harm or permanent disability or disfigurement. (See also ABUSE & NEGLECT: Care Facility Resident.) | | | | |
| - Aggravated Battery of a Senior Citizen | General Offense | Battery | Aggravated of Senior Citizen | 0495 |
| Simple Battery – without legal authority, knowingly/ intentionally (and absent other aggravating factors) while NOT armed with a dangerous weapon capable of causing death or great bodily harm: | | | | |
| - causes bodily harm resulting in no or minor injury | General Offense | Battery | Simple | 0460 |
| - makes physical contact of an insulting or provoking nature | | | | |
| BEACHES - Prohibition of Glass Objects | Misc. Incident Procedure | -- | -- | -- |
| BEGGING OR SOLICITING FUNDS ON PUBLIC WAY | Misc. Incident Procedure | -- | -- | -- |
| BIGAMY | General Offense | Sex Offense | Bigamy | 1576 |
| Marrying a Bigamist | | | Marrying a Bigamist | 1578 |
| BOGUS CHECK (see DECEPTIVE PRACTICES) | | | | |
| BOMB THREATS (see THREATS) | | | | |
| BRIBERY AND RELATED OFFENSES | | | | |
| Athletic Contest (see "Bribery in Contests," GAMBLING & RELATED OFFENSES) | | | | |
| Bribery of Public Officer, Public Employee, Juror, or Witness (Inc. Police Officer) | General Offense | Interference with Public Officer | Bribery | 3910 |
| Failure to Report a Bribe of Public Officer, Public Employee, or Juror (Inc. Police Officer) | | | | |
| BURGLARY | | | | |
| - Home Invasion – Offender without authority enters the dwelling place of another; knowing persons are present or remains in such a dwelling or has reason to know that persons are present and armed with a dangerous weapon threatens the imminent use of force; or causes any injury; or discharges a firearm. | General Offense | Burglary | Home Invasion | 0650 |
| Non-Residential – Forcible Entry | | | Forcible Entry | 0610 |
| - Unlawful Entry | | | Unlawful Entry – No Force | 0620 |
| - Attempt Forcible Entry (*see also Item D-1 in the Incident Reporting Guide - CPD-63.451 introduction in the DDS) | | | Attempt Forcible Entry | 0630 |
| Residential Burglary – Forcible Entry | | | Forcible Entry | 0610 |
| - Unlawful Entry | | | Unlawful Entry – No Force | 0620 |
| - Attempt Residential (*see also Item D-1 in the Incident Reporting Guide - CPD-63.451 introduction in the DDS) | | | Attempt Forcible Entry | 0630 |
| BURGLARY TOOLS, POSSESSION OF | General Offense | Other Offense | Possession of Burglary Tools | 4310 |
| CANCELLATION OF R.D. NUMBER - Used only after an RD number has been obtained in error (e.g., a duplicate RD inadvertently obtained for the same offense). | | | | |
| Cancellation | General Offense | Cancellation | Cancellation | 9999 |
| Vice Cancellation | Vice | -- | Vice Cancellation | 9998 |
| CARNIVAL, PERMIT TO OPERATE | Misc. Incident Procedure | -- | -- | -- |
| CHILDREN, OFFENSES INVOLVING | | | | |
| NOTE: For this section "Family Member" means: Parent, brother, sister, grandparent, former spouse or other family member (whole/half blood, step or adopted); Other relative by blood or marriage including aunt, uncle, niece, nephew, or cousin; Foster parent or guardian; Any person responsible for the child's welfare within the child's home environment including caregiver in the home; Or any individual residing in the same home as the child regardless of duration (Refer also to 720 ILCS 5/12). | | | | |
| Billiard Room – Person under 18 years of age | General Offense | Offense Involving Children | Other Offense | 1780 |
| Child Abduction – Offender intentionally conceals from the custodial parent, detains, or removes from the jurisdiction of the court a child in violation of a court order or process | | | Child Abduction | 1790 |

INCIDENT REPORTING GUIDE / CHICAGO POLICE DEPARTMENT

| INCIDENT | REPORT TO BE USED | OFFENSE/INCIDENT CLASSIFICATION | | OFFENSE CODE |
|--|-------------------------|---------------------------------|---|--------------|
| | | PRIMARY BOX | SECONDARY BOX | |
| CHILDREN, OFFENSES INVOLVING | | | | |
| Child Abandonment – Child under 13 years of age | | | Child Abandonment | 1755 |
| Child Abuse/Cruelty to Children by a Family Member (see definition of "Family Member" above). NOTE: If offender is not a family member, see BATTERY and BATTERY, Child, Aggravated. | General Offense | Offense Involving Children | Child Abuse | 1750 |
| Criminal Sexual Abuse of a Child by a Family Member (see definition of "Family Member" above) | | | Criminal Sexual Abuse by Family Member | 1751 |
| - Aggravated | | | Aggravated Criminal Sexual Abuse by Family Member | 1752 |
| Criminal Sexual Assault of a Child by a Family Member (see definition of "Family Member" above) | | | Sexual Assault of Child by Family Member | 1753 |
| - Aggravated | | | Aggravated Sexual Assault of Child by Family Member | 1754 |
| Contributing to the Delinquency (Misdemeanor) – willfully cause, aid, or encourage a child to be delinquent | | | Contribute to Delinquency of Child | 1720 |
| Contributing to Criminal Delinquency (Felony) – Offender over age 21, with the intent to promote the commission of a felony or misdemeanor, solicits, compels, or directs a juvenile in the commission of the offense. | | | Contribute to Criminal Delinquency of a Juvenile | 1725 |
| Contributing to Dependency or Neglect by Parent or Guardian | | | | |
| Curfew – Minor out after curfew | Curfew Violation Report | -- | -- | -- |
| Endangering Life or Health of a Child | General Offense | Offense Involving Children | Endangering Life/Health Child | 1710 |
| Employment in Pawn Shop – under 16 years of Age (Report copy to Vice Control Section) | | | Other Offense | 1780 |
| Gaming Devices - minor playing with | | | Other Offense | 1780 |
| Harboring a Runaway | | | Harbor Runaway | 1791 |
| Juvenile Prostitution & Related Offenses (see PROSTITUTION & RELATED OFFENSES) | | | | |
| Pornography of Children – Any person who solicits or engages any child under 18 years (or any institutionalized, severely or profoundly mentally retarded person) to act, pose, or otherwise perform for any type of pornographic production. | General Offense | Offense Involving Children | Child Pornography | 1582 |
| Pornography, Sale to Children (see SEX OFFENSES – Obscenity & Related Offenses) | | | | |
| Possession of Pornographic Print by commercial film/photographic print processor depicting child under the age of 18 | General Offense | Offense Involving Children | Possession of Pornographic Print | 1537 |
| Runaway (see MISSING PERSON) | | | | |
| Sexual Exploitation of a Child (see SEX OFFENSES – Obscenity & Related Offenses) | | | | |
| Tobacco Products – Sale to a Minor | General Offense | Offense Involving Children | Sale of Tobacco Products to Minors | 1715 |
| Truancy | School Absentee | -- | -- | -- |
| Unlawful Employment of Child (under 14 years of age). "Unlawful Employment" refers to the exhibit, use, or employ in any manner for the service or purpose of entertainment. - Inducing Unlawful Employment of Child (under 14 years of age) Unlawful Publications, Sale to Minors – Stories or Pictures of Bloodshed, Lust or Crime (includes lend, give, show, advertise) Unlawful Sale of Travel Ticket to Minor | General Offense | Offense Involving Children | Other Offense | 1780 |
| | | | Unlawful Sale of Travel Ticket to Minor | 1775 |
| Unlawful Visitation Interference – Use only in sole custody situations involving family members who do not have joint custody. For Non-Family Members, see KIDNAPPING. In joint custody cases, no report is required – refer the parties to the court issuing the custody order. | | | Other Offense | 1780 |
| CIVIL RIGHTS VIOLATION - Non-criminal incident (see also HATE CRIMES) | Information Report | -- | -- | -- |
| COIN OPERATED DEVICE (see LICENSE VIOLATIONS) | | | | |
| COMPELLING CONFESSION (also see INTIMIDATION) | General Offense | Intimidation | Compelling Confession | 3980 |
| COMPLAINT BY CITIZEN - Received at district station, no case report required. See General Order entitled "Complaint and Disciplinary Procedures." | | | | |
| CONFIDENCE GAME (see DECEPTIVE PRACTICES) | | | | |
| COUNTERFEITING (see DECEPTIVE PRACTICE) | | | | |
| CREDIT CARDS, Illegal Use (see DECEPTIVE PRACTICES & RELATED OFFENSES) | | | | |
| CRIMINAL DAMAGE TO PROPERTY & RELATED OFFENSES (see also DAMAGE TO PROPERTY - NON-CRIMINAL) | | | | |
| Criminal Damage to Property (see also Criminal Defacement and the other codes in this section) | General Offense | Criminal Damage | To Property | 1310 |
| Criminal Damage to Vehicle (Does not include Attempt Auto Theft) | | | To Vehicle | 1320 |
| Criminal Damage to State Supported Property | | | To State Supp. Property | 1340 |
| Criminal Damage to City of Chicago Property | | | To City of Chicago Property | 1345 |
| Criminal Damage to Fire Fighting Apparatus, Hydrants, or Equipment | General Offense | Criminal Damage | To Fire Fighting Apparatus, Equipment | 1370 |
| Criminal Damage or Obstruction to Telegraph or Telephone Equipment | | | To Property | 1370 |

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| | | PRIMARY BOX | SECONDARY BOX | |
| CRIMINAL DAMAGE TO PROPERTY & RELATED OFFENSES (see also DAMAGE TO PROPERTY - NON-CRIMINAL) | | | | |
| Criminal Damage to Library (not City of Chicago Property) | | | Library Vandalism | 1265 |
| Criminal Defacement (Offender uses paint or similar substance, writing instrument, etching tool, or similar device.) | | | Criminal Defacement | 1305 |
| Defacing a House of Worship | | | Institutional Vandalism | 1375 |
| Defacing a Cemetery Or School | | | | |
| CRIMINAL REGISTRATION OFFENSES | | | | |
| Arsonist Offender Registration Violations | | | | |
| Arsonists Duty to Register – An Arsonist, upon release from court, prison, or other institution, will be advised of his/her responsibility to register in person, as stated in the Arsonist Registration Act. Offender had a duty to register and failed to do so. | General Offense | Other Offense | Arsonist: Duty to Register | 5120 |
| Arsonists Duty to Register Annually – Any person who is required to register under the Arsonist Registration Act shall report in person to the law enforcement agency in which he/she last registered within one year from the date of last registration and every year thereafter. | | | Arsonist: Annual Registration | 5121 |
| Arsonist Duty to Report Change of Address – Arsonist failed to notify the local law enforcement agency, in person, of his/her change of residence address, place of employment, or school. | | | Arsonist: Fail to Register New Address | 5122 |
| Gun Offender Registration Violations | | | | |
| Convicted gun offenders must register within 5 days of either (1) release from imprisonment, or (2) sentencing, if the sentence does not include imprisonment. | General Offense | Other Offense | Gun Offender: Duty to Register | 5110 |
| Convicted gun offenders following initial registration, must re-register annually, for a period of time specified in 8-26-030. | | | Gun Offender: Annual Registration | 5111 |
| Convicted gun offender shall report any change in information required by this chapter with 5 days of such change. | | | Gun Offender: Duty to Report Change of Information | 5112 |
| Gun Offender Notification Visit – No Contact | | Non-Criminal | Gun Offender Notification – No Contact | 5113 |
| Sex Offender - Registration/Zone Violations | | | | |
| Sex Offender failure to register – A sex offender, upon release from a court, prison, or other institution, will be advised of his/her responsibility to register, as stated in the Sex Offender Registration Act. Offender had a duty to register and failed to do so. | General Offense | Other Offense | Sex Offender : Fail to Register | 4650 |
| Sex Offender failure to Register Change of Address – Offender failed to notify the local law enforcement agency of his/her change of address | | | Sex Offender : Fail to Register New Address | 4651 |
| Sex Offender violation of Prohibited Zone – Offender violated prohibited zone (e.g., school, park, etc.) | | | Sex Offender : Prohibited Zone | 4652 |
| Child Murderer and Violent Offender Against Youth Registration Violations | | | | |
| Child Murderer and Violent Offender Against Youth – Upon release from court, prison, or other institution, will be advised of his/her responsibility to register, in person, as stated in the Child Murder and Violence Against Youth Registration Act. Offender had a duty to register and failed to. | General Offense | Other Offense | Violent Offender : Duty to Register | 5130 |
| Child Murderer and Violent Offender Against Youth – Any person who is required to register under the Child Murderer and Violent Offender Against Youth Registration Act shall report in person to the Law Enforcement Agency in which he/she last registered within one year from the date of last registration and every year thereafter. | | | Violent Offender : Annual Registration | 5131 |
| Child Murderer and Violent Offender Against Youth – A child murderer and Violent offender against youth failed to notify the local law enforcement agency, in person, of his/her change of residence address, place of employment, or school. | | | Violent Offender : Fail to Register New Address | 5132 |
| CRIMINAL SEXUAL ASSAULT (see SEX OFFENSES) | | | | |
| CRIMINAL TRANSMISSION OF HIV (See SEX OFFENSES) | | | | |
| CRIMINAL TRESPASS - To: | | | | |
| Airport Property | General Offense | Criminal Trespass | To Airport | 1335 |
| Land – private or public property after receiving oral or written notice that such entry is forbidden. | | | To Land | 1330 |
| Residence | | | To Residence | 1365 |
| Railroad Track | | | To Land | 1330 |
| State Supported Land | | | To State Supported Land | 1350 |
| Vehicle – no theft or damage | | | To Vehicle | 1360 |
| CURFEW VIOLATION (See CHILDREN, OFFENSES INVOLVING) | | | | |
| DAMAGE TO PROPERTY - NON-CRIMINAL | Misc. Incident Procedure | -- | -- | -- |
| DECEASED PERSONS (see HOSPITALIZATION CASE REPORT & RELATED INCIDENTS) | | | | |
| DECEPTIVE PRACTICES & RELATED OFFENSES | | | | |
| *NOTE: Charging is not always consistent with reporting guidelines. For assistance with charging, contact the appropriate Bureau of Detective Area for clarification. | | | | |
| Bogus Check – Check written: Non-Sufficient Funds | Worthless Document | Deceptive Practice | Bogus Check | 1110 |
| Cable Television Offense | General Offense | | Pay TV Service Offense | 1245 |
| Cash Card-Possession of Cash Dispensing Machine I.D. Card with Intent to Defraud | | | Illegal Possession of Cash Card | 1151 |

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| | | PRIMARY BOX | SECONDARY BOX | |
| DECEPTIVE PRACTICES & RELATED OFFENSES | | | | |
| Cash Card-Illegal Use of Cash Dispensing Machine | | | Illegal Use of Cash Card | 1152 |
| Coin-operated machines – Possession of Keys or Device to Coin Operated Machine | | | Possession of Keys or Device to Coin Operated Machine | 1230 |
| Computer Related Offenses | | | | |
| Unlawful Use of Computer – Computer Tampering or Unauthorized Access | General Offense | Deceptive Practice | Unlawful Use of Computer | 1240 |
| Aggravated Computer Tampering – Causes disruption of or interference with vital services or operations of State or Local Government or Public Utility | | | Aggravated Computer Tampering | 1241 |
| Computer Fraud – Unauthorized access as part of scheme for the purpose of fraud or deception | | | Computer Fraud | 1242 |
| Confidence Games, e.g., Pigeon Drop, Handkerchief Game, Penny Matching, 3 Card Monte, Telephone Tout, Envelope Switch, etc. | | | Fraud or Confidence Game | 1130 |
| *Counterfeit Check – Illegal manufacture by computer, photocopy, or any other means | Worthless Document | | Counterfeit Check | 1122 |
| *Counterfeit Document – includes currency, worthless bills, food stamps, etc. (not including checks) | | | Counterfeiting Document | 1121 |
| Credit Card – Illegal use of Stolen, Lost, Fictitious Credit Card - Illegal use by card holder to defraud issuer | General Offense | Deceptive Practice | Credit Card Fraud | 1150 |
| Deceptive Altering or Sale of Coins | General Offense | Deceptive Practice | Alter Coins | 1160 |
| Deceptive Collection Practices | | | Deceptive Collection Practices | 1185 |
| Embezzlement | | | Embezzlement | 1140 |
| False Pretenses – with the intent to defraud | | | Fraud or Confidence Game | 1130 |
| Financial Exploitation of an Elderly or Disabled Person – offender uses position of trust to obtain control over property through deception or intimidation. | | | Financial Exploitation of Elderly/Disabled | 1195 |
| Financial Identity Theft - Knowingly uses any personal identifying information/documents of another person to obtain credit, money, goods, services, or other property. | | | | |
| - Over \$300 | General Offense | Deceptive Practice | Financial Identity Theft Over \$300 | 1153 |
| - \$300 and Under | | | Financial Identity Theft \$300 & Under | 1154 |
| - Aggravated (Offender steals the identity of a person 60 years of age or a disabled person.) | | | Aggravated Financial Identity Theft | 1155 |
| - Offender unsuccessfully attempts to obtain victims identity including from bank/financial institution, credit comp, etc by unlawful means. | | | Attempt – Financial Identity Theft | 1156 |
| *Forgery – Forged Signature & Other Illegal Alteration of Original Documents, e.g., altered will, deed, public records, receipts, checks, etc. | Worthless Document | Deceptive Practice | Forgery | 1120 |
| Impersonation for Profit – (See also FALSE PERSONATION for Impersonating a Peace Officer and other officials for purposes other than profit.) | | | | |
| - Impersonating veteran, member of police, fraternal, or veteran's org. – use words "Chicago Police," etc., "Cook County Sheriff," etc., "police," etc., for purposes of soliciting financial contributions or profit. (see also FALSE PERSONATION) | General Offense | Deceptive Practice | Impersonation | 1170 |
| Insurance Fraud | | | Insurance Fraud | 1135 |
| Interference with Public Utility, Unlawful – impairs or interrupts utility service/supply, or diverts service/supply, or installs/removes device for this purpose. | | | Theft of Labor/Services | 1210 |
| Library Theft – Knowingly removes library materials without authorization. | | | Library Theft | 1260 |
| Money Laundering – engage in/attempt a financial transaction to conceal the nature, location, source, ownership, or control of criminally derived property. | | Other Offense | Money Laundering | 4800 |
| Stolen Property – possess/buy/sell/receive stolen property | | | | |
| Telephone – Use of Slugs in Pay Telephone | | Deceptive Practice | Stolen Property – Buy/ Receive/ Possess | 1200 |
| Theft of Labor, Service or Use of Property – e.g., failure to pay cab fare, avoiding payment of C.T.A. fare (jumping turnstile, entering rear door of bus, etc.) | | | Theft of Labor/Services | 1210 |
| Theft of Labor/Services | | | Theft of Labor/Services | 1210 |
| Theft by Lessee, Non-Motor Vehicle – Rental Property, e.g., video cassettes, home repair equipment, business machines, etc. | | | Theft by Lessee, Non-Motor Vehicle | 1205 |
| Theft by Lessee, Motor Vehicle – Rental Property | | | Theft by Lessee, Motor Vehicle | 1206 |
| Theft of Lost or Mislaid Property – C.T.A. Badge, Identification, or any property for which the ownership can reasonably be determined. | | | Theft of Lost or Mislaid Property | 1220 |
| Theft by Deception – with intent to defraud: makes/directs false/deceptive statements, or possesses stolen/fraudulently obtained checks, etc. | | | Fraud or Confidence Game | 1130 |
| Unidentifiable Recording Sound – profit from sound/audio visual recordings not identified by manufacturer. | | | Unidentifiable Recording Sound | 1255 |
| Unlawful Use of Recorded Sounds – profit from authorized sale, use, etc. of recorded sounds/video. | | | Unlawful Use of Recorded Sound | 1235 |
| Utility Company Meter or Counting Device – tamper with | | | Theft of Labor/Services | 1210 |
| Videotaping, Unauthorized | Unauthorized Videotaping | 1261 | | |

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| PRIMARY BOX | SECONDARY BOX | | | |
| DISORDERLY CONDUCT – any act in unreasonable manner as to alarm or disturb another and to provoke a breach of peace. Ball Playing, Unlawful, Discarding Object in Public Place of Amusement, Parks, Playgrounds, and Airports, Rag Picking/Peddling/Junk Collecting DISTURBING PLACES OF WORSHIP – (also see HATE CRIME) | Misc. Incident Procedure | -- | -- | -- |
| DOMESTIC VIOLENCE (see BATTERY, VIOLATION BAIL BOND-DOMESTIC VIOLENCE, VIOLATION OF ORDER OF PROTECTION, and OTHER OFFENSES) | | | | |
| DRINKING – Alcoholic Liquor on Public Way or in or about any Motor Vehicle upon a Public Way | Misc. Incident Procedure | -- | -- | -- |
| DRIVER'S LICENSE | | | | |
| Found - Driver's License Only (not wallet or with other items having real or intrinsic value). (See LOST/FOUND PROPERTY for items of real/intrinsic value.) Lost - Driver's License ONLY (not wallet or contents) Citizen will also be advised to report loss to branch office of the Secretary of State, Motor Vehicle Div. | Misc. Incident Exception Report | -- | -- | -- |
| DUMPING GARBAGE | | | | |
| On Property of Others OR Fly Dumping On Public Way Dumping of Solid or Liquid Waste | Misc. Incident Procedure | -- | -- | -- |
| EAVESDROPPING | General Offense | Other Offense | Eavesdropping | 500E |
| EMBEZZLEMENT (see DECEPTIVE PRACTICES & RELATED OFFENSES) | | | | |
| ESCAPE (see INTERFERENCE WITH POLICE OFFICER, PUBLICS PROCESSES & RELATED OFFENSES) | | | | |
| EXCAVATIONS & RELATED OFFENSES | | | | |
| Protective fencing or covering required Fencing Around Excavation Unlawful Excavations (sod removal) | Misc. Incident Procedure | -- | -- | -- |
| EXPLOSIVES & RELATED OFFENSES | | | | |
| Advertisement or Sale of Fireworks, Unlawful Possession of Explosives Sale of Explosives to any Person under 18 Years of Age Use or Possession of Fireworks, Unlawful Transportation of Explosives on Public Conveyance | General Offense Misc. Incident Procedure General Offense | Public Peace Violation Arson Other Offense -- Other Offense | Sell/Advertise Fireworks Possession – Explosives, Incendiary Device Other Arson/Explosive Incident -- Other Arson/Explosive Incident | 3000 1030 5003 -- 5003 |
| EXPLOSION/BOMB THREATS (see THREATS, BOMB) | | | | |
| FALSE PERSONATION (Also see DECEPTIVE PRACTICES & RELATED OFFENSES – Impersonation for Profit) | | | | |
| - of Attorney, Judicial or Governmental Official - of a Peace Officer (including police officer) - of a Peace Officer, Aggravated - false personation while attempting to commit any other felony | General Offense | Interference with Public Officer | Interference Judicial Process | 3800 |
| FALSE REPORT | | | | |
| - of any offense to a police officer, except reported Theft or Conversion of a Motor Vehicle - of Theft or Conversion of a Motor Vehicle (misappropriation of personal property for personal use e.g., rental car) to a police officer - of Bomb or Explosive to a police officer | General Offense | Public Peace Violation Other Offense Public Peace Violation | False Police Report Other Vehicle Offense False Police Report | 2860 5002 2860 |
| FIRE RELATED (see ARSON if appropriate) | | | | |
| False Fire Alarm – Accidental/Not bona fide False Fire Alarm – Deliberate act Real Property – Damage by fire or explosion Personal Property – damage by fire or explosion Fire occurred – No real property involved, personal property has little or no monetary value Burning leaves or refuse and bonfires restricted No bona fide incident – Fire Reported, no fire or explosion has occurred, fire apparatus has left the scene | Misc. Incident Procedure General Offense Misc. Incident Exception Report Misc. Incident Procedure | -- Public Peace Violation Non-Criminal -- | -- False Fire Alarm Damage to Real Property – Fire/Explosion Damage to Personal Property – Fire/Explosion -- | -- 2840 5091 5090 -- |
| FORCIBLE DETENTION – Holding a hostage to obtain performance by a Third Party (See KIDNAPPING) | | | | |
| FORGERY (see DECEPTIVE PRACTICES) | | | | |
| FORNICATION (see SEX OFFENSES – Obscenity & Related Offenses) | | | | |
| FOUND PROPERTY (see LOST/FOUND PROPERTY) | | | | |
| FRAUD (see DECEPTIVE PRACTICES) | | | | |
| GAMBLING & RELATED OFFENSES | | | | |
| Animal Fighting – including all unlawful animal fighting involving dogs, roosters, or other animals. (Specify animal type in the case | General Offense | Other Offense | Animal Fighting | 1682 |

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|--|---|--|---------------------------------|--------------|
| | | PRIMARY BOX | SECONDARY BOX | |
| GAMBLING & RELATED OFFENSES | | | | |
| report) | | | | |
| Bribery in Contests – any professional or amateur athletic contest, sporting event, or exhibition. | | | | |
| Accepting a Bribe, Failure to Report an Offer of a Bribe, Offering a Bribe | Vice | Gambling | Sports Tampering | 1633 |
| Bolita or Boli Pul | | | | |
| Office | Vice | Gambling | Bolita or Boli Pul/Office | 1620 |
| Runner | | | Bolita or Boli Pul/Runner | 1621 |
| Writer | | | Bolita or Boli Pul/Writer | 1622 |
| Station | | | Bolita or Boli Pul/Station | 1623 |
| Bookmaking | | | | |
| Horses | Vice | Gambling | Bookmaking/Horses | 1610 |
| Sports | | | Bookmaking/Sports | 1611 |
| Charitable Games Violation | | | | 1650 |
| Failure to obtain federal gambling stamp | | | Register Federal Gambling Stamp | 1640 |
| Game | | | | |
| Cards | Vice | Gambling | Game/Cards | 1651 |
| Dice | | | Game/Dice | 1661 |
| Amusement Device | | | Game/Amusement Device | 1670 |
| Other | | | Other | 1680 |
| Lottery | | | | |
| Pari-Mutuel (lottery consisting of three numbers, winning numbers determined by using amounts wagered at certain race tracks) | Vice | Gambling | Lottery/Pari-Mutuel | 1624 |
| Parlay Cards (cards covering major sporting events- football, baseball, hockey, basketball, etc. – point spread is listed for each individual game with the odds being defined, bettor to select three or more teams correctly to win) | | | Lottery/Parlay Cards | 1681 |
| National Lotteries (Irish Sweepstakes, Puerto Rican or Mexican National Lottery, etc.) | | | National Lottery | 1625 |
| Illegal Illinois Lottery | | | Illegal Illinois Lottery | 1626 |
| Other | | | Lottery/Other | 1627 |
| "Policy Game" – Syndicated Gambling | | | | |
| House book (fixed location where bets are accepted for only one wheel) | Vice | Gambling | Policy/Housebook | 1690 |
| Station (fixed location where bets are accepted for more than one wheel) | | | Policy/Station | 1691 |
| Runner (policy wheel employee who picks up bets from policy stations and writers) | | | Policy/Runner | 1692 |
| Turn-In (location where policy runners turn in the bets they have taken) | | | Policy/Turn-In | 1693 |
| Office (action taken against the headquarters or operators of a policy wheel) | | | Policy/Office | 1694 |
| Press (an incident when policy printing press is seized) | | | Policy Press | 1695 |
| Wheel (location where winning numbers are pulled from a keg) | | | Policy/Wheel | 1696 |
| Other | | | Policy/Other | 1697 |
| Wire room (a place where wagers on horse races or other sporting events are taken over the telephone from handbooks or individual bettors known to the operator) | | | | |
| Horses | Vice | Gambling | Wireroom/Horses | 1630 |
| Sports | | | Wire room/Sports | 1631 |
| Numbers | | | Wire room/Numbers | 1632 |
| Other – any form not covered above | | | Other | 1680 |
| HARASSMENT (also see TELEPHONE CALLS or STALKING) | | | | |
| Harassment by Electronic Means – (email, fax message, etc.) | General Offense | Other Offense | Harassment by Electronic Means | 2826 |
| Harassment by Telephone | | | Harassment by Telephone | 2825 |
| Threatening Telephone Calls | | | Telephone Threat | 2820 |
| HATE CRIME – for additional information see General Order entitled "Hate Crimes & Related Incidents Motivated By Hate". | | | | |
| Assault, battery, aggravated assault, misdemeanor theft, criminal trespass to residence, vehicle, or real property, misdemeanor criminal damage to property, mob action, or disorderly conduct against another person for reasons of race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or natural origin. | General Offense – Indicate Hate Crime on the Case Report | Enter committed offense to complete primary and secondary classification and offense code. | | |
| Non-Criminal Incident – Motivated by Hate | Information Report | -- | -- | -- |
| HAZARDOUS MATERIALS INCIDENT | | | | |
| - Involving either a suspected criminal act not otherwise requiring a case report or a hazardous materials license violation | General Offense | Other Offense | Hazardous Materials Violation | 501H |
| - Non-criminal incident requiring police/fire services | | Non-Criminal | Hazardous Materials Incident | 5006 |
| HITCH-HIKER (Soliciting rides) | Misc. Incident Procedure | -- | -- | -- |
| HOME INVASION (see BURGLARY) | | | | |
| HOMICIDE & RELATED OFFENSES | | | | |

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|--|---------------------------------|---------------------------------|-------------------------------------|--------------|
| PRIMARY BOXSECONDARY BOX | | | | |
| HOMICIDE & RELATED OFFENSES | | | | |
| First Degree Murder – in performing the acts which cause the death, offender either intends to kill or do great bodily harm or knows that such acts will cause death, OR offender knows that such acts create a strong probability of death or great bodily harm, OR offender is attempting or committing a forcible felony other than second degree murder. | General Offense | Homicide | First Degree Murder | 0110 |
| Second Degree Murder – offender commits second degree murder when the offense of first degree murder (as previously defined Section 9-1) is committed AND either of the following mitigating factors are present: (1) At the time of the killing, the offender is acting under a sudden and intense passion resulting from serious provocation by the victim or another whom the offender endeavors to kill, but he negligently or accidentally causes the death of the victim; OR (2) At the time of the killing, the offender believes the circumstances to be such that, if they existed, would justify or exonerate the killing under the principles stated in Article 7 of ILCS Code, but his belief is unreasonable. | General Offense | Homicide | Second Degree Murder | 0130 |
| Attempted Murder (see BATTERY) | | | | |
| Involuntary Manslaughter – Offender unintentionally kills an individual without lawful justification when the acts that causes the death, whether lawful or unlawful, are likely to cause death or great bodily harm to some individual, and the acts are performed recklessly. EXCEPTION: cases in which the cause of the death consists of the driving/operating a motor vehicle, snowmobile, all-terrain vehicle, or watercraft, in which case the person commits reckless homicide. (see also Reckless Homicide) | General Offense | Homicide | Involuntary Manslaughter | 0141 |
| Drug Induced Homicide – Offender violates subsection (a) or subsection (c) of Section 401 of the Illinois Controlled Substances Act by unlawfully delivering a controlled substance to another and victim dies as a result of the injection, inhalation, or ingestion of any amount of that controlled substance. | General Offense | Homicide | Involuntary Manslaughter | 0141 |
| Reckless Homicide – Offender is recklessly driving/operating a motor vehicle, snowmobile, all-terrain vehicle, or watercraft and unintentionally kills an individual. Being under the influence of alcohol or any other drug(s) at the time of the alleged violation shall be presumed to be evidence of a reckless act, unless disproved by evidence to the contrary. | | | | |
| - incident involves a vehicle and occurred or originated ON a publicly accessible roadway (ORIGINAL report) | Traffic Crash | -- | -- | -- |
| - when the preliminary investigator (or a follow-up investigator) documents additional information AFTER completion of the original report, AND the driver/operator IS in custody and charged with Reckless Homicide | Supplementary | Homicide | Reckless Homicide | 0142 |
| - incident involves a vehicle NOT on a publicly accessible roadway, AND the driver/operator IS in custody and charged with Reckless Homicide | General Offense | | | |
| - when driver/operator is NOT in custody and charged | Hospitalization | Non-Criminal | Death | 5084 |
| Justifiable Homicide – defense of person | General Offense | Homicide | Justifiable Homicide | 0150 |
| - defense of dwelling, defense of other property | | | | |
| HOSPITALIZATION CASE REPORT & RELATED INCIDENTS | | | | |
| Accidents, Serious - shooting, poisoning, etc. | Hospitalization | Non-Criminal | Accidental Injury | 5089 |
| AED Use - Automated External Defibrillator use by or on Department member | | | AED Use By or On Dept Member | 5083 |
| Death by Natural Causes - while in police custody | | | Death-Natural Causes Police Custody | 5100 |
| Drowning Victim, Alleged - body recovered. NOTE: If Body not recovered, see MISSING PERSONS. | Hospitalization | Non-Criminal | Death | 5084 |
| Injury on Elevator, Escalator, or Amusement Rides | | | Accidental Injury | 5089 |
| Deaths in Non-Criminal, Non-Traffic Cases – not in police custody | Hospitalization | Non-Criminal | Death | 5084 |
| Death – further investigation needed | | Death | Investigation | 5078 |
| Injury on Private Property, Death Imminent or Accidental by Fire/Explosion – only submit Hospitalization Case Report if the incident is not recorded on another case report or Traffic Crash Report. | Hospitalization | Non-Criminal | Accidental Injury | 5089 |
| Injury on Private Property – minor injury, transportation provided by police when no other report required. | Misc. Incident Exception Report | -- | -- | -- |
| Injury on Private Property – no service | Misc. Incident Procedure | | | |
| Injury to City Employee while performing duties in non-criminal, non-traffic cases | Hospitalization | Non-Criminal | Injury to City Employee | 5088 |
| Injury to a Citizen on City or Park District Property in non-criminal, non-traffic cases | | | Injury to Citizen on public way | 5087 |
| Injury to a Citizen on C.T.A. trains or tracks – above or below ground level | | | Accidental Injury | 5089 |
| Injury to Nursing Home Residents | | | | |
| Persons Bitten by Police Canine Unit Dog – If no other case report required | | | | |
| Sick Removal – when transportation provided by Department personnel and no other report required. | Misc. Incident Exception Report | -- | -- | -- |
| HOSPITALIZATION CASE REPORT & RELATED INCIDENTS | | | | |
| Suicide | | | | |

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|--|--------------------------|----------------------------------|-------------|---|--------------|
| HOSPITALIZATION CASE REPORT & RELATED INCIDENTS | | | | | |
| - not in police custody | Hospitalization | Non-Criminal | | Suicide | 5085 |
| - attempted, not in police custody | | | | Attempt Suicide | 5086 |
| - in police custody | | | | Suicide Police Custody | 5101 |
| - attempted, in police custody | | | | Attempt Suicide Police Custody | 5102 |
| HOSTAGE SITUATION (see KIDNAPPING) | | | | | |
| HUMAN RIGHTS VIOLATION (see CIVIL RIGHTS VIOLATION or HATE CRIME) | | | | | |
| HUMAN TRAFFICKING CASE REPORT RELATED INCIDENTS | | | | | |
| Human Trafficking – Commercial Acts Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or in which the person induced to perform such act(s) has not attained 18 years of age. Commercial sex acts may be exchanged for anything of value-it is not limited to the exchange of money. | General Offense | Human Trafficking | | Commercial Sex Acts | 1050 |
| Human Trafficking - Involuntary Servitude – The obtaining of a person(s) through recruitment, harboring, transportation, or provision, and subjecting persons by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (not including commercial sex acts. | | | | Involuntary Servitude | 1055 |
| IMPERSONATION OF JUDICIAL OR GOVERNMENT OFFICIAL (see FALSE PERSONATION) (see also DECEPTIVE PRACTICES-Impersonation for Profit) | | | | | |
| INCAPACITATED PERSONS | Missing/ Found Person | (Check Box) | | Found Person | 6055 |
| INDECENT SOLICITATION OF A CHILD (see SEX OFFENSES) | | | | | |
| INDECENCY IN PUBLIC (see SEX OFFENSES – Obscenity and Related Offenses) | | | | | |
| INDECENCY IN PUBLIC IN LICENSED PREMISE (see PROSTITUTION) | | | | | |
| INTERFERENCE WITH POLICE OFFICER, PUBLIC PROCESSES & RELATED OFFENSES (See also BRIBERY and FALSE PERSONATION) | | | | | |
| Aiding Escape – of a prisoner or a person in the custody of a peace officer | General Offense | Interference With Public Officer | | Aiding Arrestee Escape | 3751 |
| Concealing or Aiding a Fugitive | | | | Concealing or Aiding a Fugitive | 3740 |
| Contraband in Prison | | | | Contraband in Prison | 3770 |
| Escaping from Custody | | | | Escape | 3750 |
| Interference with a Public Institution of Higher Education (Includes all post-high school institutions either wholly or partially supported by State funds.) | | Other Offense | | Interfere with Higher Education | 3610 |
| Obstructing Justice | General Offense | Interference With Public Officer | | Obstructing Justice | 3730 |
| Obstructing Identification - Person commits the offense of obstructing identification when he or she intentionally or knowingly furnishes a false or fictitious name, residence address, or date of birth to a peace officer. | | | | Obstructing Identification | 3731 |
| Preventing Consultation Between Person and Attorney (Refer to 725 ILCS 5/103-4 and 725 ILCS 5/103-8) | | | | Interference with Judicial Process | 3800 |
| Refusing to Aid an Officer | | | | Refusing to Aid an Officer | 3720 |
| Resist, Obstruct, or Disarm an Officer - NOTE: Officer Battery and Injury On Duty Reports may additionally be required. | | | | Resist, Obstruct, Disarm an Officer | 3710 |
| Obstructing Service of Process | | | | Obstructing Service | 3760 |
| INTIMIDATION | | | | | |
| Threat to perform physical harm or damage to property - Note: For expanded Intimidation Statute subsections including physical restraint, criminal offense, accusation of offense, exposure to ridicule, refer to 720 ILCS 5.0/12-6. | General Offense | Intimidation | | Intimidation | 3960 |
| Aggravated Intimidation | | | | | |
| Intimidation of Law Enforcement Official -is any action of a damaging or threatening nature taken against a Department member directly or indirectly in response to the member's performance of official law enforcement duties. | | | | Intimidation of Law Enforcement Official | 3961 |
| | | | | Law Enforcement Official: Noncriminal Offense | 3962 |
| Educational Intimidation | | | | Educational Intimidation | 3966 |
| Stalking (see STALKING) | | | | | |
| Extortion | General Offense | Intimidation | | Extortion | 3970 |
| Compelling Organization Membership | | | | Compelling Organization Membership | 3975 |
| Compelling Confession | | | | Compelling Confession | 3980 |
| INTOXICATING COMPOUNDS | | | | | |
| Unlawful Inhalation or Ingestion (certain chemical substances, non-narcotic e.g., glue), Sale or delivery of, to juveniles (certain chemical substances, non-narcotic) | General Offense | Other Narcotic Violation | | Intoxicating Compounds | 1900 |
| JUNK DEALER, Purchasing from Minor (see also PAWN BROKER) | Misc. Incident Procedure | -- | | -- | -- |
| KIDNAPPING | | | | | |
| Victim Under 13 Years or profoundly mentally retarded | General Offense | Kidnapping | | Aggravated | 4220 |
| Victim 13 Years or Over | | | | | |
| No Ransom - | | | | | |
| Secretly confines another against his will | General Offense | Kidnapping | | Kidnapping | 4210 |
| By force of threat or intimidation, By deceit or inducement | | | | | |
| Ransom | | | | Aggravated | 4220 |
| Other Kidnapping Related | | | | | |

INCIDENT REPORTING GUIDE / CHICAGO POLICE DEPARTMENT

| INCIDENT | REPORT TO BE USED | OFFENSE/INCIDENT CLASSIFICATION | | OFFENSE CODE |
|--|--|----------------------------------|--|--------------|
| | | PRIMARY BOX | SECONDARY BOX | |
| KIDNAPPING | | | | |
| Forcible Detention – Holding a hostage to obtain performance by a Third Party | General Offense | Kidnapping | Forcible Detention | 4240 |
| Lure or Attempt - Child Under 16 into vehicle, structure, etc. (Offender not a family member.) | | | Child Abduction / Stranger | 1792 |
| Unlawful Visitation Interference – Use in cases involving Non-Family Members only. See CHILDREN, OFFENSES INVOLVING for additional information and the definition of Family Member. | | | Unlawful Visitation Interference | 4255 |
| Unlawful Restraint | | | Unlawful Restraint | 4230 |
| LANDLORD-TENANT DISPUTE (Lockout) – if no other act or violation has occurred requiring a case report. (See also Special Order entitled "Landlord-Tenant (Lockout)/Innkeepers-Guest Disputes.") | Misc. Incident Exception Report | -- | -- | -- |
| LICENSE PLATE FOUND - One plate & no offense involved | Misc. Incident Exception Report | -- | -- | -- |
| LICENSE VIOLATIONS | | | | |
| Public Safety Threat- (Summary Closure)- Allows the Superintendent(or his designee), under specific circumstances, to order the summary closure of a licensed(or required to be licensed) business establishment. MCC 4-4-285 | General Offense | Non-Criminal (Subject Specified) | Public Safety Threat – Summary Closure | 5012 |
| Violation of Summary Closure: Prohibition on conducting business -It shall be unlawful for any person to conduct business activity at, or to knowingly frequent, any establishment that has been summarily closed. Prohibition on tampering with means of closure – It shall be unlawful for any person to damage, tamper with, destroy or remove, or to cause to be damaged, tampered with, destroyed or removed, any means of closure used to summarily close an establishment or any notice of summary closure affixed to such and establishment. | | Other Offense | Violation of Summary Closure | 5013 |
| LICENSE VIOLATIONS (Non-Liquor) | | | | |
| City License Violations Occurring at a Validly Licensed Business (Copy to License Unit) | Misc. Incident Exception Report (in duplicate) | -- | -- | -- |
| Amusement | | | | |
| Cigarette – Retail, Cigarette – Vending | | | | |
| Coin Operated, Self-Service Laundry | General Offense | Other Offense | License Violation | 5011 |
| Attendant on premises required | | | | |
| Laundry & Dry Cleaning Establishment License required | | | | |
| Specific hours of operation | | | | |
| Failure to Possess Required Business or Corporate License | Misc. Incident Exception Report (in duplicate) | -- | -- | -- |
| Pollution or Environmental Control Violations - (Copy to the Dept. of Consumer Services, Environmental Control Division) | | | | |
| LIQUOR LAW VIOLATIONS & RELATED OFFENSES | | | | |
| Involving Minors | | | | |
| - Delivery, Sale, Gift of Alcoholic Liquor to Minor | Vice | Liquor Law Violation | Sell/Give/Deliver Liquor to Minor | 2210 |
| - Sale, gift or delivery to persons under 21 Associate, employee deliver alcohol to person under 21 | | | Illegal Consumption by Minor | 2230 |
| - After purchasing, give or deliver to persons under 21 | Vice | Liquor Law Violation | Employ Minor | 2251 |
| - Intoxication of Minor by Alcoholic Liquor | | | Minor Misrepresent Age | 2240 |
| - Employment of Minors in Liquor Establishment Unlawfully | | | Illegal Consumption by Minor | 2230 |
| - Misrepresentation of Age by Minor (for purpose of purchasing liquor) | | | Illegal Possession by Minor | 2220 |
| - Minors Drinking | | | Liquor License Violation | 2250 |
| - Minors Drinking (Residential) – Any person occupying a residence who allows anyone under 18 years of age to possess or consume an alcoholic beverage or leave the residence in an intoxicated condition. | Misc. Incident Procedure | -- | -- | -- |
| - Possession of Alcoholic Liquor by Minor | | | | |
| Liquor License Required (see LICENSE VIOLATIONS for Non-Liquor Violations) | Vice | Liquor Law Violation | Liquor License Violation | 2250 |
| Open Container in Vehicle (passenger area only) – Issue traffic citation if appropriate | | | | |
| Sale During Prohibited Hours | Vice | Liquor Law Violation | Liquor License Violation | 2250 |
| LIVE WIRE, DANGEROUS | Misc. Incident Procedure | -- | -- | -- |
| LOITERING (For more information see the Special Order entitled "GANG AND NARCOTICS-RELATED LOITERING") | | | | |
| Gang Loitering | Misc. Incident Procedure | -- | -- | -- |
| Narcotics-Related Loitering | | | | |
| LOOTING – Knowingly and without authority, enter home, dwelling, business, etc., where security not present because of fire, tornado, riot, mob, etc., and obtain/exert control over property | General Offense | Public Peace Violation | Looting | 3400 |

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| INCIDENT | REPORT TO BE USED | OFFENSE/INCIDENT CLASSIFICATION | OFFENSE CODE |
|--|--|---------------------------------|--|
| | | PRIMARY BOX | SECONDARY BOX |
| LOST/FOUND PERSON | | | |
| Lost Person (see MISSING PERSON) | | | |
| Found Person | Missing/ Found Person | (Check Box) | Found Person |
| | | | 6055 |
| LOST/FOUND PROPERTY, Having a Real or Intrinsic Value | | | |
| Lost Property (including wallet & contents, etc.) Excludes Passports | Lost & Found | Non-Criminal | Lost Property |
| Found Property (excluding Narcotics, Passports) | | | Found Property |
| Loss Passport (see Special Order – Procedures for Reporting Lost and Found Passports) | | | Lost Passport |
| Found Passport | | | Found Passport |
| Found Suspect Narcotics | Vice | | Found Suspect Narcotics |
| Weapon Turn-In/Turned-In Firearm or Firearms Ammunition (To be destroyed) – Describe weapon or ammunition | Lost & Found | Non-Criminal | Weapon Turn-In |
| | | | 5070 |
| | | | 5071 |
| | | | 5093 |
| | | | 5094 |
| | | | 2093 |
| | | | 5072 |
| LOST/FOUND PROPERTY, No Real or Intrinsic Value – i.e., one (single) State License Plate, or City Vehicle License (not taken in theft). Notify/Send copy to Hot Desk on all licenses. Includes driver's licenses. | Misc. Incident Exception Report (In duplicate) | -- | -- |
| | | | -- |
| LOST/FOUND PROPERTY | | | |
| LOST DRIVER'S LICENSE ONLY (not wallet or contents) Citizen will also be advised to report loss to branch office of the Secretary of State, Motor Vehicle Div. | Misc. Incident Exception Report (In duplicate) | -- | -- |
| | | | -- |
| MEDICAL EXAMINER'S SEAL, Removal of (Letter of Authorization Required) | Misc. Incident Exception Report | -- | -- |
| | | | -- |
| MENTALLY ILL TRANSPORT – When Chicago Police Transport Mentally Ill Person to Hospital. | Hospitalization Report | Non-Criminal | Mental Health Transport |
| | | | 5079 |
| MISSING PERSON - If missing person, Adult or Juvenile, returns home while officer is on the scene and no RD# has been obtained, use Miscellaneous Incident Exception Report. If RD# has already been obtained, the missing person's return can be noted on the Case Report. | | | |
| Bona fide – Juvenile OR Adult (Includes drowning victim-body not recovered.) (Also includes juvenile runaways.) | Missing/ Found Person | Non-Criminal | Missing Person |
| | | | 6050 |
| Not Bona fide - Adult Only (Adult of Sound Mind, Left Voluntarily) | Misc. Incident Exception Report | -- | -- |
| | | | -- |
| MOB ACTION (No Injury) – If injury, see BATTERY | General Offense | Public Peace Violation | Mob Action |
| | | | 3100 |
| MOTOR VEHICLES, Offenses Related to | | | |
| Display False, Stolen, or Altered Temp. Registration Permit | General Offense | Other Offense | False/Stolen/Altered TRP |
| | | | 502P |
| Receive, Possess, Sell, Stolen Motor Vehicle / Theft of Motor Vehicle (see THEFT) | | | |
| Enter in, tamper with, vehicle | General Offense | Other Offense | Tamper with Motor Vehicle |
| | | | 502T |
| Title or Registration, Forged or Counterfeit | | | Vehicle Title/Reg Offense |
| | | | 502R |
| Title or Registration, Unlawful Possession of | | | |
| Other Crimes Involving a Motor Vehicle | | | Other Vehicle Offense |
| | | | 5002 |
| NARCOTICS OFFENSES | | | |
| Amphetamines (see synthetic drugs) | | | |
| Attempt Possession – Any Narcotic Except Cannabis (*Attempt/ Solicitation/Conspiracy) | Vice | Narcotics | Attempt Possession Narcotics |
| | | | 2095 |
| Attempt Possession – Cannabis (*Attempt/ Solicitation/ Conspiracy) | | | Attempt Possession Cannabis |
| | | | 2094 |
| Barbiturates (see synthetic drugs) | | | |
| Calculated Criminal Cannabis Conspiracy | Vice | Narcotics | Calculated Cannabis Conspiracy |
| | | | 1860 |
| Calculated Criminal Drug Conspiracy | | | Criminal Drug Conspiracy |
| | | | 2050 |
| Cannabis – Delivery (Marijuana, hashish, etc.) | | | |
| 10 grams or less | Vice | Narcotics | Manu/Del – Cannabis 10 gms or less |
| | | | 1821 |
| More than 10 grams | | | Manu/Del – Cannabis over 10 gms |
| | | | 1822 |
| Cannabis – Possession (Marijuana, hashish, etc.) | | | |
| 30 grams or less | Vice | Narcotics | Possession – Cannabis 30 gms or less |
| | | | 1811 |
| More than 30 grams | | | Possession – Cannabis more than 30 gms |
| | | | 1812 |
| Cannabis Sativa Plant | | | Cannabis Plant |
| | | | 1850 |
| Cocaine – Delivery/Manufacture/Possession with Intent to Deliver | | | |
| Manufacture and Delivery of any amount of Cocaine | Vice | Narcotics | Manu/Deliver – Cocaine |
| | | | 2012 |
| Cocaine – Possession | | | |
| Possession of any amount of Cocaine | Vice | Narcotics | Possession – Cocaine |
| | | | 2022 |
| Crack (Cocaine Derivative) – Delivery/Manufacture/Possession with Intent | | | Manu/Deliver – Crack |
| | | | 2017 |
| Crack (Cocaine Derivative) – Possession | | | Possession – Crack |
| | | | 2027 |
| Criminal Fortification (see OTHER OFFENSES) | | | |
| Delivery of a Controlled Substance to a Person Under 18 Years of Age | Vice | Narcotics | Delivery Controlled Substance to Person Under 18 |
| | | | 2070 |
| Delivery of Cannabis to a Person Under 18 Years of Age | | | Deliver Cannabis to Person Under18 |
| | | | 1840 |
| Forfeiture of Property – Refer to 720 ILCS 570* for definition | | | Forfeit Property |
| | | | 2091 |

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| INCIDENT | REPORT TO BE USED | OFFENSE/INCIDENT CLASSIFICATION | | OFFENSE CODE |
|--|-------------------|---------------------------------|--|--------------|
| | | PRIMARY BOX | SECONDARY BOX | |
| NARCOTICS OFFENSES | | | | |
| Found Suspect Narcotics | | | Found Suspect Narcotics | 2093 |
| Hallucinogens – Delivery/Manufacture/Possession with Intent to Deliver including, but not limited to: | | | | |
| LSD – Less than 5 grams | Vice | Narcotics | Manu/Deliver – Hallucinogens | 2015 |
| Manufacture and Delivery of any amount of Hallucinogens (i.e. Ecstasy, GHB, Peyote) | | | | |
| Hallucinogens – Possession including, but not limited to: | | | | |
| LSD - Possession of any amount of Hallucinogens (i.e. Ecstasy,GHB, Peyote) | Vice | Narcotics | Possession – Hallucinogens | 2025 |
| Heroin (tan/brown) – Delivery/Manufacture/Possession with Intent to Deliver | | | | |
| Manufacture and Delivery of any amount of Heroin (Tan/Brown) | Vice | Narcotics | Manu/Deliver – Heroin (Tan/Brown) | 2013 |
| Heroin (black tar) – Delivery/Manufacture/ Possession with Intent to Deliver | | | Manu/Deliver – Heroin (Black Tar) | 2019 |
| Heroin (white) – Delivery/Manufacture/Possession with Intent to Deliver | | | Manu/Deliver – Heroin (White) | 2014 |
| Heroin (tan/brown) – Possession | | | | |
| - Possession of any amount of Heroin (Brown/Tan) | Vice | Narcotics | Possession – Heroin (Brown/Tan) | 2023 |
| Heroin (black tar) – Possession | | | Possession – Heroin (Black Tar) | 2029 |
| Heroin (white) – Possession | | | Possession – Heroin (White) | 2024 |
| Hypodermic Needle or Syringe | | | | |
| - Delivery or Sale to Unauthorized Person | Vice | Narcotics | Sale/Delivery Hypodermic Needle | 2111 |
| - Failure to Keep Records (Authorized seller required to keep record of date of sale/name and address of purchaser.) | | | Failure to Keep Hypodermic Records | 2120 |
| - Possession by Unauthorized Person | | | Possession of a Hypodermic Needle | 2110 |
| Look-Alike Substances – Delivery/Manufacture/Possession with Intent to Deliver (Any Quantity) | | | Manu/Deliver – Look-Alike Drug | 2030 |
| Look-Alike Substances – Possession (Any Quantity) | | | Possession – Look-Alike Drug | 2040 |
| Money Laundering (see DECEPTIVE PRACTIVES & RELATED OFFENSES) | | | | |
| Paraphernalia – Delivery or Sale (Other than hypodermic needle) (Definitions – see Drug Paraphernalia: 720 ILCS 600/2 and LSD Objects: 720 ILCS 570/401 and 720 ILCS 570.0/401) | Vice | Narcotics | Sale/Delivery Drug Paraphernalia | 2160 |
| Paraphernalia – Possession (Other than Hypodermic Needle) | | | Possession Of Drug Equipment | 2170 |
| PCP (Phencyclidine) – Delivery/Manufacture/Possession with Intent to Deliver | | | | |
| - Manufacture/Delivery of any amount of PCP | Vice | Narcotics | Manu/Deliver – PCP | 2016 |
| PCP (Phencyclidine) – Possession | | | | |
| Less than 30 grams | Vice | Narcotics | Possession – PCP | 2026 |
| 30 grams or more | | | Alter/Forge Prescription | 2090 |
| Prescription, Forging or Altering – The obtaining of a narcotic or dangerous drug with a forged prescription or without the knowledge or authorization of a licensed physician | | | Controlled Substances – Failure to Maintain Records | 2080 |
| Records – Failure to keep records by manufactures, distributors, dispensers | | | Fail to Register License – Controlled Substances | 2060 |
| Registration – Failure to register by manufactures, distributors, dispensers | | | Solicitation on the Public Way – Narcotics | 2092 |
| Solicitation on the Public Way, Narcotics | | | | |
| Synthetic Drugs – Delivery/Manufacture/ Possession with Intent to Deliver including, but not limited to: | | | | |
| Amphetamine – | Vice | Narcotics | Manu/Deliver – Amphetamines | 2010 |
| - Manufacture/Delivery of any amount of Amphetamines | | | | |
| Barbiturates | Vice | Narcotics | Manu/Deliver – Barbiturates | 2011 |
| - Manufacture/Delivery of any amount of Barbiturates | | | Manu/Deliver – Synthetic Drugs | 2018 |
| Morphine | | | | |
| - Manufacture/Delivery of any amount of Synthetic Drugs | | | | |
| Other Non-Narcotic | | | | |
| Synthetic Drugs Possession including, but not limited to the following: | | | | |
| Amphetamine – | Vice | Narcotics | Possession – Amphetamines | 2020 |
| - Possession of any amount of Amphetamines | | | Possession – Barbiturates | 2021 |
| Barbiturates – | | | | |
| - Possession of any amount of Barbiturates | Vice | Narcotics | Possession – Synthetic Drugs | 2028 |
| Morphine | | | Possession – Methamphetamine | 2031 |
| - Possession of any amount of Morphine | | | Manu/Del – Methamphetamine | 2032 |
| Methamphetamine- Possession | | | | |
| - Possession of any amount of Methamphetamines | | | | |
| Methamphetamine – Manufacture/Delivery | | | | |
| - Manufacture/Delivery of any amount of Methamphetamines | Vice | Narcotics | Possession – Synthetic Drugs | 2028 |
| Other Non-Narcotic | | | | |
| Synthetic Marijuana – a psychoactive herbal and chemical product which mimics the effects of cannabis when consumed. It is also marketed as "herbal incense." Products generally contain the chemical cannabicyclohexanol and/or numerous other chemicals. | | | | |
| Delivery/Manufacture/Possession with intent to Deliver | Vice | Narcotics | Manu/Poss. W/Intent to Deliver – Synthetic Marijuana | 2033 |
| Manufacture/Possession w/intent to Deliver Synthetic Marijuana | | | Possession – Synthetic Mariiuaana | 2034 |
| Synthetic Mariiuaana – Possession | | | | |

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| INCIDENT | REPORT TO BE USED | OFFENSE/INCIDENT CLASSIFICATION | | OFFENSE CODE |
|--|--------------------------|----------------------------------|--|--------------|
| PRIMARY BOXSECONDARY BOX | | | | |
| OBSCENITY & RELATED OFFENSES (see SEX OFFENSES – Obscenity & Related Offenses) | | | | |
| OFFICIAL MISCONDUCT | | | | |
| Fail to Perform | General Offense | Interference with Public Officer | Official Misconduct | 3920 |
| Forbidden Act | | | | |
| OTHER DEPARTMENTAL SERVICES - only when the completion of a case report is not otherwise required but would serve a useful Departmental purpose. | | | | |
| Non-Criminal Incident (e.g., use of Departmental forensic, canine or other services by an outside agency requiring documentation consistent with a case report.) | General Offense | Non-Criminal | Other Non-Criminal Persons | 5080 |
| | | | Other Non-Criminal Property | 5081 |
| OTHER OFFENSES – any other offense not listed in this guide. | | | | |
| Compounding a Crime – receives or offers to another any consideration for a promise not to prosecute or aid in the prosecution of an offender. | General Offense | Other Offense | Compounding A Crime | 4810 |
| Crime Directed Against Person – not otherwise listed in this guide. | | | Other Crime Against Person | 5000 |
| Crime Involving Property – not otherwise listed in this guide. | | | Other Crime Involving Property | 5001 |
| Criminal Fortification – of a residence or building with the intent to prevent the lawful entry of law enforcement personnel knowing the structure is used to manufacture, store, deliver, or traffic in cannabis or a controlled substance. | | | Criminal Fortification | 4420 |
| Violation of Smoking Ban- Smoking in Public places, places of employment, governmental vehicles, and student dormitories prohibited. Includes smoking within 15 ft. of any entrance to a public place or employment and student dormitories. Business should also post no smoking signs and remove ashtrays. | | | Violation of Smoking Ban | 5009 |
| Destruction of Draft Card | General Offense | Other Offense | Destruction of Draft Card | 4410 |
| Domestic Violence – Disclosure of Victim Location | | | Disclose DV Victim Location | 4750 |
| Money Laundering – engage in/attempt a financial transaction to conceal the nature, location, source, ownership, or control of criminally derived property. | General Offense | Other Offense | Money Laundering | 4800 |
| Parole Violation | | | Parole Violation | 4625 |
| Probation Violation | | | Probation Violation | 4510 |
| Unlawful Use of Body Armor – offender knowingly wears body armor while in possession of a dangerous weapon and in the commission or attempted commission of any offense. | | | Unlawful Use of Body Armor | 4740 |
| Vehicle Offenses – not otherwise listed in this guide. (See also MOTOR VEHICLES, Offenses Related to.) | | | Other Vehicle Offense | 5002 |
| PAWN BROKER | | | | |
| - Purchase/Receive Items from Minor | General Offense | Other Offense | Other Crime Involving Property | 5001 |
| - License Required | | | License Violation | 5011 |
| PEEPING TOM (see SEX OFFENSES) | | | | |
| PEDDLING – License Required | Misc. Incident Procedure | -- | -- | -- |
| Visible Peddler Identification Required | | | -- | -- |
| PICKETS/DEMONSTRATORS – within 150 feet of any place of worship1/2 hour before, during, or 1/2 hour after services have been concluded. | General Offense | Other Offense | Other Crime Involving Property | 5001 |
| - Pickets/Demonstrates within 150 feet of any primary or secondary school1/2 hour before, during, or within 1/2 hour after school session has been concluded. | | | | |
| - Picketing, Residential Forbidden, except when the residence or dwelling is used as a place of business or a person pickets his own residence or dwelling. | | | | |
| POISON, UNLAWFUL POSSESSION OR SALE | General Offense | Other Offense | Other Crime Involving Property | 5001 |
| POSTING SIGNS | Misc. Incident Procedure | -- | -- | -- |
| PROSTITUTION & RELATED OFFENSES | | | | |
| Prostitution | | | | |
| Cab Operation – Cab driver directs a person to a place of, or arranges for, a meeting for prostitution | Vice | Prostitution | Cab Operation | 1510 |
| Call Operation – Arrangement for an act of prostitution by telephone or other communication device (Call Girl) | | | Call Operation | 1505 |
| House of Prostitution – An actual house of prostitution, rather than a tavern, or other such public place | | | Keeping Place of Prostitution | 1520 |
| Juvenile Prostitution | | | | |
| - Exploitation of a Child – Confining and/or Compelling a child under the age of 16 years, or a profoundly mentally retarded person, by threat of bodily harm, to become a prostitute. | Vice | Prostitution | Pimping | 1530 |
| - Keeping Place of Juvenile Prostitution | | | Keeping Place of Juvenile Prostitution | 1521 |
| - Patronizing a Juvenile Prostitute | | | Patronizing a Juvenile Prostitute | 1526 |
| - Pimping of Juvenile – Any person who receives anything of value (i.e. money) from a prostitute less than 16 years of age, or profoundly mentally retarded person, knowing it was earned from the practice of prostitution. | | | Juvenile Pimping | 1531 |

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|--|-------------------|---------------------------------|---|--------------|
| | | PRIMARY BOX | SECONDARY BOX | |
| PROSTITUTION & RELATED OFFENSES | | | | |
| Pandering – Any person who, FOR money or other item of value, compels a person to become a prostitute, or arranges/offers to arrange a situation in which a person may practice prostitution. | | | Pandering | 1515 |
| Patronizing a Prostitute | | | Patronizing a Prostitute | 1525 |
| Pimping – Any person who receives anything of value (i.e., money) knowing it was earned from the practice of prostitution. | | | Pimping | 1530 |
| Public Indecency Licensed Premise – Any person 17 years or over who performs an act of sexual conduct, lewd exposure of the body, or fondles or caresses the body of another person of either sex, in a public place, AND involves a performer or participant employed | Vice | Public Indecency | Licensed Premise | 1536 |
| Soliciting on the Public Way – by Prostitute | | Prostitution | Soliciting on the Public Way | 1506 |
| Solicitation of Another for Act of Prostitution – by prostitute | | | | |
| Soliciting Off the Public Way – by Prostitute. A prostitute solicits another for an act of prostitution in a restaurant, building, etc. Does not apply when a taxicab or tavern is involved and a charge is placed against the cab driver or the licensee or agent of the tavern. | Vice | Prostitution | Soliciting off the Public Way | 1507 |
| Soliciting for Prostitution (*Attempt/Solicitation/Conspiracy) – Any person who solicits another to commit an act of prostitution (police decoy or other person solicited). | | | Prostitution – Soliciting for Business | 1513 |
| Soliciting for a Sexual Act (prostitute) by another – This classification applies when someone other than the prostitute solicits another for an act of prostitution. | | | Soliciting for a Prostitute | 1512 |
| Tavern, Prostitution in – A tavern owner or his agent knowingly arranges for an act of prostitution or where a solicitation of act occurs in a tavern. | | | In Tavern | 1511 |
| Any OTHER Prostitution Law Violation not specifically mentioned | | | Other Prostitution Offense | 1549 |
| PUBLIC PEACE VIOLATIONS | | | | |
| Armed Violence (See WEAPONS VIOLATIONS & RELATED OFFENSES for a listing of Category I and Category II weapons.) | General Offense | Public Peace Violation | Armed Violence | 3200 |
| Public Demonstration – Unlawful march, assembly, parade, meeting or gathering | | | Public Demonstration | 3300 |
| Interference with Emergency Communications | | | Interfere w/ Emergency Equip | 2895 |
| All Other Public Peace Violations, under ILCS 5/26 not normally requiring a case report where additional documentation is necessary. | | | Other Violation | 2890 |
| PUBLIC INDECENCY | | | | |
| Licensed Premise (See PROSTITUTION) | | | | |
| Obscenity (see SEX OFFENSES – Obscenity & Related Offenses) | | | | |
| PUBLIC NUISANCES (see DISORDERLY CONDUCT) | | | | |
| RECKLESS CONDUCT - cause harm or endanger bodily safety performing reckless acts whether lawful or unlawful. | General Offense | Public Peace Violation | Reckless Conduct | 0470 |
| RESISTING (See INTERFERENCE) | | | | |
| RITUAL MUTILATION – Offender mutilates, dismembers, or tortures another person as part of a ceremony, rite, initiation, observance, performance, or practice, and the victim did not/was unable to render consent, or under such circumstances that the offender knew, or should have known, that the victim was unable to render effective consent. | | | | |
| Aggravated – Handgun | General Offense | Ritualism | Aggravated – Ritual Mutilation-Handgun | 0490 |
| - Other Firearm | | | Aggravated – Ritual Mutilation-Other Firearm | 0491 |
| - Knife or Cutting Instrument | | | Aggravated – Ritual Mutilation-Knife or Cutting Instrument | 0492 |
| -Other Dangerous Weapon | | | Aggravated – Ritual Mutilation-Other Dangerous Weapon | 0493 |
| - Hands, Fists, Feet | | | Aggravated – Ritual Mutilation-Hands, fists, feet/minor injury | 0494 |
| | | | Aggravated – Ritual Mutilation-Hands, fists, feet, serious injury | 0510 |
| ROBBERY | | | | |
| Armed – Handgun | General Offense | Robbery | Armed – Handgun | 031A |
| - Other Firearm | | | Armed – Other Firearm | 031B |
| - Knife or Cutting Instrument | | | Armed – Knife/Cutting Instrument | 0312 |
| - Other Dangerous Weapon | | | Armed – Other Dangerous Weapon | 0313 |
| Strong Arm – No Weapon | | | Strong Arm – No Weapon | 0320 |
| Aggravated – Offender threatens the use of force with firearm, knife, or other dangerous weapon – whether or not actually armed at time of incident – but <i>no weapon is actually displayed</i> . | | | Aggravated | 0330 |
| Vehicular Hijacking | | | Vehicular Hijacking | 0325 |

INCIDENT REPORTING GUIDE / CHICAGO POLICE DEPARTMENT

| INCIDENT | REPORT TO BE USED | OFFENSE/INCIDENT CLASSIFICATION | | OFFENSE CODE |
|---|-------------------|---------------------------------|---|--------------|
| PRIMARY BOXSECONDARY BOX | | | | |
| ROBBERY | | | | |
| Aggravated Vehicular Hijacking –Offender takes the motor vehicle from a person who is physically handicapped or a person over 60 years of age, a person under 16 years of age is a passenger in the motor vehicle when vehicle is taken, offender carries on or about his or her person a dangerous weapon/or armed w/a firearm, during commission of the offense discharges a firearm, discharges firearm causing great bodily harm/death. | | | Aggravated Vehicular Hijacking | 0326 |
| Attempt/Solicitation/Conspiracy | | | | |
| Attempt Armed – Handgun | General Offense | Robbery | Attempt – Armed-Handgun | 033A |
| Attempt Armed – Other Firearm | | | Attempt – Armed-Other Firearm | 033B |
| Attempt Armed – Knife or Cutting Instrument | | | Attempt – Armed-Knife/Cutting Instrument | 0334 |
| Attempt Armed – Other Dangerous Weapon | | | Attempt – Armed-Other Dangerous Weapon | 0337 |
| Attempt Strong Arm – No Weapon | | | Attempt – Strong Arm-No Weapon | 0340 |
| Attempt – Aggravated (refer to "aggravated" description above) | | | Attempt – Aggravated | 0331 |
| SEX OFFENSES | | | | |
| Criminal Sexual Abuse – NOTE: Sexual Conduct means any intentional or knowing touching or fondling of the victim, either directly or through clothing, of the sex organs, anus, or breast of the victim or the accused, or any part of the body of a child under 13 years of age, for the purpose of sexual gratification or arousal of the victim or the accused. | | | | |
| Attempt Criminal Sexual Abuse (Attempt/Solicitation/Conspiracy) | | | | |
| Aggravated | General Offense | Sex Offense | Attempt Aggravated Criminal Sexual Abuse | 1590 |
| Non-Aggravated | | | Attempt Criminal Sexual Abuse | 5004 |
| Criminal Sexual Abuse | General Offense | Sex Offense | Aggravated Criminal Sexual Abuse | 1562 |
| Aggravated | | | | |
| - Great bodily harm to victim | | | | |
| - Victim under 13 years of age – accused 17 years of age or over when the act was committed | | | | |
| - Victim under 9 years of age – accused under 17 years of age when the act was committed | | | | |
| - Victim at least 9 years of age but under 17 years of age - accused under 17 years of age and used force or threat of force | | | | |
| - Victim at least 13 years of age but under 17 years of age - accused at least 5 years older than victim | General Offense | Sex Offense | Aggravated Criminal Sexual Abuse | 1562 |
| Non-Aggravated – Sexual conduct by the use of force or threat of force. | General Offense | Sex Offense | Criminal Sexual Abuse | 1563 |
| - The accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent | | | | |
| - Victim at least 13 years of age but under 17 years of age - accused less than 5 years older than the victim | | | | |
| - Victim at least 9 years of age but under 17 years of age - accused under 17 years of age when the act was committed | | | | |
| Criminal Sexual Abuse Against Children – For definition of "Family Member" see note under CHILDREN, OFFENSES INVOLVING | | | | |
| Aggravated by Family Member | General Offense | Offense Involving Children | Aggravated Criminal Sexual Abuse by Family Member | 1752 |
| Non- Aggravated by Family Member | | | Criminal Sexual Abuse by Family Member | 1751 |
| Criminal Sexual Assault - an act of sexual penetration by the use of force, or threat of force, or an act of sexual penetration where the accused knew, or should have known that the victim was unable to understand the nature of the act or was unable to give knowing consent. NOTE: Sexual penetration means any act involving the sex organ of one person and the sex organ, mouth, or anus of another person, or any intrusion, however slight, of any part of the body of one person, or of any animal or object, into the sex organ or anus of another person, including, but not limited to, cunnilingus, fellatio, or anal penetration. Evidence of emission of semen is not required to prove sexual penetration. | | | | |
| Attempt Criminal Sexual Assault (Attempt/Solicitation/Conspiracy) | | | | |
| Aggravated – Handgun | General Offense | Criminal Sexual Assault | Attempt Aggravated – Handgun | 0271 |
| - Other Firearm | | | Attempt Aggravated – Other Firearm | 0272 |
| - Knife or Other Cutting Instrument | | | Attempt Aggravated – Knife/Cutting Instrument | 0273 |
| - Other Dangerous Weapon | | | Attempt Aggravated – Other Dangerous Weapon | 0274 |
| - Other means | | | Attempt Aggravated – Other | 0275 |
| Non- Aggravated | | | Attempt Non-Aggravated | 0291 |
| Criminal Sexual Assault | | | | |
| Aggravated – Handgun | General Offense | Criminal Sexual Assault | Aggravated – Handgun | 0261 |
| - Other Firearm | | | Aggravated – Other Firearm | 0262 |
| - Knife or Other Cutting Instrument | | | Aggravated – Knife or Cutting Instrument | 0263 |
| - Other dangerous weapon | | | Aggravated – Other Dangerous Weapon | 0264 |
| - Victim receives bodily harm | | | Aggravated – Other | 0265 |
| - Life of victim or another threatened | General Offense | Criminal | Aggravated – Other | 0265 |

INCIDENT REPORTING GUIDE / CHICAGO POLICE DEPARTMENT

| INCIDENT | REPORT TO BE USED | OFFENSE/INCIDENT CLASSIFICATION | | OFFENSE CODE |
|--|-------------------|---------------------------------|---|--------------|
| PRIMARY BOXSECONDARY BOX | | | | |
| SEX OFFENSES | | | | |
| - Perpetrated during the course of any other felony by the accused | | Sexual Assault | | |
| - Victim was 60 years of age or over when the offense was committed. | | | | |
| - An act of sexual penetration was perpetrated upon a victim who was under 9 years of age by an accused who was under 17 years of age when the act was committed. | | | | |
| Criminal Sexual Assault | | | | |
| - An act of sexual penetration was perpetrated upon a victim, who was at least 9 years of age, but less than 13 years of age, and the accused was under 17 years of age and force or threat was used to commit the act. | General Offense | Criminal Sexual Assault | Aggravated – Other | 0265 |
| Non- Aggravated | | | Non-Aggravated | 0281 |
| Criminal Sexual Assault Against Children – For definition of "Family Member" see note under CHILDREN, OFFENSES INVOLVING | | | | |
| Aggravated By Family Member | General Offense | Offense Involving Children | Aggravated Sexual Assault of Child by Family Member | 1754 |
| Non-Aggravated by a Family Member | | | Sexual Assault of Child by Family Member | 1753 |
| Predatory Criminal Sexual Assault – An act of sexual penetration was perpetrated upon a victim who was under 13 years of age, by an accused who was 17 years of age or over, when the act was committed. | General Offense | Criminal Sexual Assault | Predatory | 0266 |
| Criminal Transmission of HIV – Offender, knowing that s/he is infected with HIV (1) engages in intimate contact with another; (2) transfers, donates, or provides blood, tissue, semen, organs, etc. for transfusion, transplantation, insemination, or other administration to another; or (3) dispenses, delivers, exchanges, sells, or in any other way transfers to another any non-sterile intravenous or intramuscular drug paraphernalia. | | Sex Offense | Criminal Transmission of HIV | 1564 |
| Custodial Sexual Misconduct – Where offender is an employee of a penal system or of a treatment and detention facility, or a probation or supervision officer and engages in sexual conduct with a person in custody or under custodial supervision. | General Offense | Sex Offense | Other | 1585 |
| Indecent Solicitation of an Adult – Any person who arranges for a person, 17 years of age or over, to commit an act of sexual penetration with a person (i) under the age of 13, or (ii) between 13-17 years of age. | | | Indecent Solicitation of an Adult | 1566 |
| Indecent Solicitation of a Child – Any person 17 years of age or older, who solicits a child under the age of 13 years, to do any act which, if done, would be aggravated/criminal sexual assault OR aggravated/criminal sexual abuse. | | | Indecent Solicitation of a Child | 1565 |
| Obscenity & Related Offenses | | | | |
| Exhibitionism | General Offense | Sex Offense | Public Indecency | 1570 |
| Fornication | | | Fornication | 1574 |
| Indecent Exposure | | | Public Indecency | 1570 |
| Obscene or Lewd Telephone Calls (see TELEPHONE CALLS) | | | | |
| Peeping Tom | General Offense | Public Peace Violation | Peeping Tom | 2870 |
| Public Indecency - Any person 17 years of age or older who performs an act of sexual penetration or sexual conduct in a public place, performs a lewd exposure of the body which is done with the intent to arouse or to satisfy the sexual desire of the person. | | | Public Indecency | 1570 |
| Obscenity | Vice | Obscenity | Obscenity | 1535 |
| Obscenity Materials (Consisting of lewd writing, pictures, pornographic materials, etc. - with a predominant appeal to prurient interest - not involving children.) (See also CHILDREN, OFFENSES INVOLVING – Possession of Pornographic Print regarding materials that depict children.) | | | Obscene Matter | 1540 |
| Sale, Distribution, etc., of Pornographic/Obscene Material to Persons Under 18 Years of Age (includes writings, pictures, records, etc.) | | | Sale/Distribution Obscene Matter to Minor | 1541 |
| Tie-in Sales of Obscene Material - to distributors | | | Sale of Obscene Materials | 1542 |
| Any Vice-Related Obscenity Violation not specifically mentioned | | | Obscene Matter | 1540 |
| Other Non-Vice Sex Offense | General Offense | Sex Offense | Other | 1585 |
| Sexual Exploitation of a Child - Offender exposes self, or entices/coerces child to expose sex organs, etc., or commits a sex act in view of a child for the purpose of sexual gratification of either the offender or the child. | | | Sexual Exploitation of a Child | 1544 |
| Sexual Exploitation of a Child for Purposes of Prostitution (see PROSTITUTION & RELATED OFFENSES – Juvenile Prostitution) | | | | |
| Sexual Relations Within Families - For definition of "Family Member" see note under CHILDREN, OFFENSES INVOLVING | General Offense | Sex Offense | Sexual Relations in Family | 1580 |
| SOLICITATION (see SOLICITATION, PROSTITUTION AND RELATED OFFENSES, and NARCOTICS) | | | | |
| SMOKING BAN (See OTHER OFFENSES) | | | | |
| STALKING – All elements must be in place before a crime can be classified as "STALKING." Offense occurred inside OR outside of Chicago. | | | | |

INCIDENT REPORTING GUIDE / CHICAGO POLICE DEPARTMENT

| INCIDENT | REPORT TO BE USED | OFFENSE/INCIDENT CLASSIFICATION | | OFFENSE CODE |
|--|---------------------------------|---------------------------------|---|--------------|
| | | PRIMARY BOX | SECONDARY BOX | |
| STALKING – All elements must be in place before a crime can be classified as "STALKING." Offense occurred inside OR outside of Chicago. | | | | |
| Transmits to another person a threat with the intent to place that person in reasonable apprehension of death, bodily harm, sexual assault, confinement, or restraint, and <u>in furtherance of the threat</u> , knowingly does any <u>one or more of the following</u> : follows the person other than within the residence of the offender and or places the person under surveillance by remaining present outside his/her school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the offender. | General Offense | Stalking | Simple | 0580 |
| Stalking (Single element which alone does not constitute Stalking) – Victim is reporting element of stalking, occurring inside or outside the City of Chicago and there is insufficient evidence to substantiate stalking or any other crime. A new RD number will be obtained for the initial stalking element; all subsequent incidents will be reported on Supplementary Case Report using the initial stalking RD number. | General Offense | Stalking | Non-Criminal Offense | 0582 |
| Stalking-No Contact Order – Knowingly violates a stalking no contact order. | | | Violation of Stalking No Contact Order | 0584 |
| Notification of Stalking –No Contact Order –Notification of contents of a stalking no contact order, when the order was not previously served and no other criminal act occurred. | | Non-Criminal | Notification of Stalking-No Contact Order | 0585 |
| Cyber-Stalking – knowingly and without lawful justification, on at least two I occasions, harasses another person through the use of electronic means. (Also see harassment by electronic means) | | | Cyberstalking | 0583 |
| Aggravated Stalking – in addition to committing the offense of stalking, offender also: | | | | |
| - causes bodily harm to the victim | General Offense | Stalking | Aggravated | 0581 |
| - confines or restrains the victim | | | | |
| - violates a temporary restraining order, an Order of Protection, or an injunction prohibiting the behavior described in subsection (b)(1) of Section 214 of the Illinois Domestic Violence Act of 1986, i.e., 750 ILCS 60/214 (b)(1) | | | | |
| SUICIDE (see HOSPITALIZATION CASE RELATED & RELATED OFFENSES) | | | | |
| TELEPHONE, USE OF SLUGS IN PAY TELEPHONE (see DECEPTIVE PRACTICES & RELATED OFFENSES / Telephone) | | | | |
| TELEPHONE CALLS | | | | |
| Annoying or Harassing Telephone Calls | General Offense | Other Offense | Harassment by Telephone | 2825 |
| Obscene or Lewd Telephone Calls | | | Obscene Telephone Calls | 2830 |
| Threatening Telephone Calls | | | Telephone Threats | 2820 |
| THEFT & RELATED OFFENSES (See also DECEPTIVE PRACTICES & RELATED OFFENSES) | | | | |
| Attempt Theft (except Motor Vehicles) (*Attempt/ Solicitation/ Conspiracy | General Offense | Theft | Attempt Theft | 0850 |
| Avoiding Payment of CTA Fare (Jumping turnstile, entering rear door of bus, etc.) | | Deceptive Practice | Theft of Labor/Services | 1210 |
| Bicycle Theft – Over \$500 | | Theft | Over \$500 | 0810 |
| - \$500 & under | | | \$500 & Under | 0820 |
| Boats/Airplanes, Theft from – Over \$500 | | | Over \$500 | 0810 |
| - \$500 & under | | | \$500 & Under | 0820 |
| Building, Includes Docks, Theft from | | | Theft from Building | 0890 |
| Other Enclosures, Theft from – Over \$500 | | | Over \$500 | 0810 |
| - \$500 & under | | | \$500 & Under | 0820 |
| Delivery Container, Theft from | | | Delivery Container Theft | 0865 |
| Coin Operated Device/Machine, Theft from | | | From Coin-Operated Machine or Device | 0895 |
| Credit Cards or Driver's License, Theft of | | | \$500 & Under | 0820 |
| FINANCIAL IDENTITY THEFT (See DECEPTIVE PRACTICES & RELATED OFFENSES) | | | | |
| Gas from Service Station, Theft of – Over \$500 | General Offense | Theft | Over \$500 | 0810 |
| - \$500 & under | | | \$500 & Under | 0820 |
| Library Theft – Over \$300 | | | Over \$300 | 0810 |
| - \$300 & under | | | \$300 & Under | 0820 |
| License Plates – Loss of <i>both</i> State license plates – found to be missing <i>after</i> being affixed to vehicle, will be assumed stolen. Notify Auto Desk. | | | \$500 & Under | 0820 |
| Loss of <i>both</i> State plates <i>prior</i> to being affixed to vehicle. Notify Auto Desk. | Lost and Found Case Report | -- | -- | -- |
| Loss of <i>one</i> State plate <i>after</i> being affixed. (Prepare Misc. Incident Exception Report in duplicate.) Notify Auto Desk. | Misc. Incident Exception Report | -- | -- | -- |
| Livestock/Animals, Theft of – Over \$500 | General Offense | Theft | Over \$500 | 0810 |
| - \$500 & under | | | \$500 & Under | 0820 |
| MOTOR VEHICLES, THEFT OF | | | | |
| Motor Vehicle Accessories – Over \$500 | General Offense | Theft | Over \$500 | 0810 |
| - \$500 & under | | | \$500 & Under | 0820 |
| Motor Vehicle Non-Accessories – Over \$500 | | | Over \$500 | 0810 |
| - \$500 & under | | | \$500 & Under | 0820 |
| Attempt Theft, Motor Vehicle Non-Accessories | | | Attempt Theft | 0850 |
| Attempt Theft, Motor Vehicles | | | | |

INCIDENT REPORTING GUIDE / CHICAGO POLICE DEPARTMENT

| INCIDENT | REPORT TO BE USED | OFFENSE/INCIDENT CLASSIFICATION | | OFFENSE CODE |
|---|---------------------------------|---|--|-------------------|
| | | PRIMARY BOX | SECONDARY BOX | |
| THEFT & RELATED OFFENSES (See also DECEPTIVE PRACTICES & RELATED OFFENSES) | | | | |
| Automobiles | Vehicle Theft | Motor Vehicle Theft | Attempt – Automobile | 0920 |
| Trucks, Buses (incl. Self-Propelled Motor Homes) | | | Attempt – Truck, Bus, Motor Home | 0925 |
| Motor –cycle, -scooter, -bike, vehicle manufactured with Vehicle Identification Number (VIN) | | | Attempt – Cycle, Scooter, Bike w/ VIN | 0927 |
| Motor –cycle, -scooter, -bike, vehicle manufactured without Vehicle Identification Number (VIN) | | | Attempt – Cycle, Scooter, Bike No VIN | 0928 |
| Motor Vehicle, Theft of (with or without cartage) | | | | |
| Automobiles | Vehicle Theft | Motor Vehicle Theft | Automobile | 0910 |
| Trucks, Buses (incl. Self-Propelled Motor Homes) | | | Truck, Bus, Motor Home | 0915 |
| Motor –cycle, -scooter, -bike, vehicle manufactured with Vehicle Identification Number (VIN) | | | Cycle, Scooter, Bike w/ VIN | 0917 |
| Motor –cycle, -scooter, -bike, vehicle manufactured without Vehicle Identification Number (VIN) | | | Cycle, Scooter, Bike No VIN | 0918 |
| Motor Vehicle, Theft and Recovery – Theft and Recovery reported at same time | | | | |
| Automobiles | Vehicle Theft | Motor Vehicle Theft | Theft/Recovery – Automobile | 0930 |
| Trucks, Buses (incl. Self-Propelled Motor Homes) | | | Theft/Recovery – Truck, Bus, Motorhome | 0935 |
| Motor –cycle, -scooter, -bike, vehicle manufactured with Vehicle Identification Number (VIN) | | | Theft/Recovery – Cycle, Scooter, Bike w/ VIN | 0937 |
| Motor –cycle, -scooter, -bike, vehicle manufactured without Vehicle Identification Number (VIN) | | | Theft/Recovery – Cycle, Scooter, Bike No VIN | 0938 |
| Motor Vehicle Recovery – Vehicle previously reported stolen in Chicago-regardless of previous offense, (e.g., burglary, robbery, etc.) | Recovered Vehicle Supplementary | Use Classification from Original Report | Use Classification from Original Report | Use Original Code |
| Motor Vehicle Recovery – Foreign (Stolen outside Chicago) | | | | |
| Automobiles | Vehicle Theft | Non-Criminal (Subject Specified) | Foreign Recovery – Automobile | 0940 |
| Trucks, Buses (incl. Self-propelled motor homes) | | | Foreign Recovery – Trucks, Bus, Motorhome | 0945 |
| Motor –cycle, -scooter, -bike, vehicle manufactured with Vehicle Identification Number (VIN) | | | Foreign Recovery – Cycle, Scooter, Bike w/ VIN | 0947 |
| Motor –cycle, -scooter, -bike, vehicle manufactured without Vehicle Identification Number (VIN) | | | Foreign Recovery – Cycle, Scooter, Bike No VIN | 0948 |
| Other Vehicles Over \$300 – recreational trailer, motor driven: snowmobile, golf cart, farm/construct. Equip., boat, airplane, etc. | General Offense | Theft | Over \$300 | 0810 |
| - \$300 & under | | | \$300 & Under | 0820 |
| Removal of Manufacturer's Vehicle Identification or Motor Numbers | | Other Offense | Other Vehicle Offense | 5002 |
| Other Theft – Over \$500 | | Theft | Over \$500 | 0810 |
| - \$500 & under | | | \$500 & Under | 0820 |
| Pocket Picking | | | Pocket Picking | 0870 |
| POSSESSION OF STOLEN PROPERTY (see DECEPTIVE PRACTICES & REALTED OFFENSES) | | | | |
| Purse Snatching | General Offense | Theft | Purse-Snatching | 0880 |
| Removal of Manufacturer's Serial Numbers (except Motor Vehicle Identification and Motor Numbers – see Motor Vehicle Theft) | | Other Offense | Other Crime Involving Property | 5001 |
| Rental Property, Theft of – Motor Vehicle or other Property (See DECEPTIVE PRACTICES, Theft by Lessee) | | | | |
| Retail Theft/Shoplifting | | | | |
| - by taking possession of, carrying away, transferring, etc., merchandise from a retail establishment without payment. | General Offense | Theft | Retail Theft | 0860 |
| - by altering, transferring, removing a price tag with the intent to cause the sale of merchandise for less than full value | | | | |
| - by transferring merchandise from its original container into another container (indicating a lesser value) with the intent to deprive the merchant of the full retail value upon sale | General Offense | Theft | Retail Theft | 0860 |
| - by sale under-ring, - by removing a shopping cart from merchant's premises, - by falsely obtaining a store refund, exchange, or credit | | | | |
| - by falsely obtaining a store refund, exchange, or credit | | | | |
| - use or possess any theft detection shielding device shopping bag or other container with aluminum foil or other metallic-like lining which prevents theft detection devices from sounding/activating. | | | | |
| Thefts By Deception (see DECEPTIVE PRACTICES & RELATED OFFENSES) | | | | |
| Trailer, Theft of – Over \$300 | General Offense | Theft | Over \$500 | 0810 |
| - \$300 & under | | | \$500 & Under | 0820 |
| Wireless Service, Theft of – Over \$300 | | | Over \$300 | 0810 |
| - \$300 & under | | | \$300 & Under | 0820 |
| THREATENING PUBLIC OFFICIALS | | | | |
| THREATS, ARSON (by any means including telephone) | General Offense | Public Peace Violation | Intimidation | 3960 |
| THREATS, BOMB (by any means including telephone) (Copy to Bomb & Arson Section) | | | Arson Threat | 2851 |
| | | | Bomb Threat | 2850 |
| TICKET SCALPING | | | | |
| | Misc. Incident Procedure | -- | -- | -- |

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| INCIDENT | REPORT TO BE USED | OFFENSE/INCIDENT CLASSIFICATION | | OFFENSE CODE |
|---|--|----------------------------------|--|--------------|
| PRIMARY BOX | SECONDARY BOX | | | |
| - if offender apprehended | General Offense | Other Offense | Other Crime Involving Property | 5001 |
| TOBACCO & RELATED OFFENSES | | | | |
| Sale to Minor Prohibited | General Offense (Copy to Vice Control Section) | Other Offense | License Violation | 5011 |
| Smoking in Elevators Prohibited | Misc. Incident Procedure | -- | -- | -- |
| Smoking in Public Places – except designated areas | | | | |
| Smoking on Public Transportation Prohibited | | | | |
| TRAFFIC | | | | |
| Accident Involving a Vehicle Occurring or Originating On a Publicly Accessible Roadway – (see also HOSPITALIZATION CASE REPORT & RELATED INCIDENTS) | | | | |
| Traffic Crash – A crash that involves a motor vehicle in transport. Type "A" No Injury/Drive Away. | Traffic Crash | -- | -- | 99A |
| Traffic Crash – Type "B" – A crash that involves injury, death, and/or a vehicle that was towed from the scene. | Traffic Crash | -- | -- | 99B |
| Additional information on a traffic crash, e.g., when additional information is obtained after the original report has been submitted (Does not include Reckless Homicide incidents, see HOMICIDE – Reckless Homicide.) | Traffic Crash Additional Units | -- | -- | -- |
| Accidents involving further investigations, Only Bureau of Detectives and MAIU personnel will use these IUCR Codes. | | | | |
| - Non-hit and Run personal injury crashes (not likely to cause death). | | | | |
| - Hit and Run personal injury crashes (not likely to cause death). | Traffic Crash Additional Units | | Minor Personal Injury Accident (Hit and Run) | 2442 |
| - Non-Hit and Run traffic crashes, which result in a fatality. | | | Fatal Accident (Non-Hit and Run) | 2444 |
| - Hit and Run traffic crashes, which result in a fatality. | | | Fatal Accident (Hit and Run) | 2445 |
| - Hit and Run traffic crashes, which result in serious personal injury (likely to cause death). | | | Serious Personal Injury Accident (Hit and Run) | 2446 |
| - Non-Hit and Run traffic crashes, which result in serious personal injury (likely to cause death). | | | Serious Personal Injury Accident (Non-Hit and Run) | 2447 |
| - Non-Hit and Run Traffic crashes involving only property damage. | | | Property Damage Accident (Non-Hit and Run) | 2448 |
| - Hit and Run traffic crashes resulting in property damage only. | | | Property Damage Accident (Hit and Run) | 2449 |
| Department Related Incidents | | | | |
| Damage to Department Vehicle (Incident may also require a Traffic Crash and/or I.O.D. report.) | Department Vehicle Accident & Damage | -- | -- | -- |
| Motor Vehicle Pursuit | Traffic Pursuit | | | |
| Traffic Control Device – Removal/Damage Signs (Notify the responsible agency having control over the device.) | Misc. Incident Procedure | | | |
| - if apprehended | General Offense | Criminal Damage | To Property | 1310 |
| TRESPASS (see CRIMINAL TRESPASS) | | | | |
| UNLAWFUL ASSEMBLY – (see MOB ACTION) | | | | |
| UNLAWFUL RESTRAINT (see KIDNAPPING) | | | | |
| VANDALISM (see CRIMINAL DAMAGE TO PROPERTY) | | | | |
| VEHICLE TOW | | | | |
| Abandoned on public way, no immediate tow | Vehicle Tow | Check Appropriate Type | -- | -- |
| Abandoned on private way, no immediate tow | | | | |
| Abandoned on private property, owner or agent of the private property not present or known OR vehicle to be towed is gone on arrival of tow truck. | Misc. Incident Exception Report | | | |
| Immediate Tow | Vehicle Tow | Check Appropriate Type | | |
| Seizure | Vehicle Impoundment /Seizure | | | |
| | | | | |
| VIDEOTAPING, UNAUTHORIZED (See DECEPTIVE PRACTICES & RELATED OFFENSES) | | | | |
| VIOLATION OF BAIL BOND – Domestic Violence | General Offense | Other Offense | Violation of Bail Bond – Domestic Violence | 4388 |
| VIOLATION OF ORDER OF PROTECTION | | | | |
| Violation of Order of Protection – Actual Violation | General Offense | Other Offense | Violation of Order of Protection | 4387 |
| - Notification of contents of an order of protection, when order was not previously served, and no other criminal act occurred | | Non-Criminal (Subject Specified) | Notification of Order of Protection | 5082 |
| - Persons charged with or convicted of a violation of an order of protection (VOOP) may be ordered to wear a GPS monitoring device. Any VOOP involving a person ordered to wear a GPS device is reflected with this code. | | Violation of Order of Protection | GPS Monitoring Device | 4389 |
| | | | | |
| VIOLATION OF CIVIL NO CONTACT ORDER | | | | |
| - Knowingly violates civil no contact order | General Offense | Other Offense | Violation of Civil No Contact Order | 4386 |

INCIDENT REPORTING GUIDE / CHICAGO POLICE DEPARTMENT

| INCIDENT | REPORT TO BE USED | OFFENSE/INCIDENT CLASSIFICATION | OFFENSE CODE |
|--|-------------------|-------------------------------------|---|
| | | PRIMARY BOX | SECONDARY BOX |
| - Notification of contents of civil no contact order when order was not previously served and no other criminal act occurred | | Non-Criminal (Subject Specified) | Notification of Civil No Contact Order |
| | | | 5073 |
| VIOLATION OF STALKING NO CONTACT ORDER (see STALKING) | | | |
| WEAPONS VIOLATIONS & RELATED OFFENSES | | | |
| <p>NOTE: Under 720 ILCS 5/33A-1, regarding Armed Violence, a Category I Weapon is a: Handgun, Sawed-Off Shotgun, Sawed-Off Rifle, any other firearm small enough to be concealed upon a person; Semi-auto firearm or Machine Gun; a Category II Weapon is a: Other Rifle, Shotgun, Spring Gun, other firearm, Stun Gun, or Taser; Knife- 3" blade, multiple cutting instruments; and a Category III Weapon is a: Bludgeon, Black-jack, Slungshot, Sand-bag, Sand-club, Metal knuckles, Billy, other dangerous weapon of like character.</p> <p>NOTE: Under 430 ILCS 65/8, a person prohibited from possessing a Firearm Owner's Identification (FOID) Card is any person who: a) is under 21 and has been convicted of a misdemeanor (other than a traffic violation) or adjudged a delinquent; b) is under 21 and does not have the written consent of a parent or guardian, or whose parent or guardian has revoked such written consent, or where such parent or guardian does not qualify to have a FOID card; c) has been convicted of a felony under the laws of this or any other state or jurisdiction; d) is a narcotics addict; e) has been a patient in a mental institution within the past 5 years; f) has a mental condition (manifested by violent, suicidal, threatening, or assaultive behavior) of such a nature that it poses a clear and present danger to that person or any other person; g) is mentally retarded; h) has intentionally made a false FOID application; i) is an alien who is unlawfully present in the United States under the laws of the United States; j) is the subject to an existing order of protection prohibiting him or her from possessing a firearm;</p> <p>k) has been convicted within the past 5 years of battery, assault, aggravated assault, violation of an order of protection, or a substantially similar offense in another jurisdiction in which a firearm was used or possessed; l) has been convicted of domestic battery or a substantially similar offense committed in another jurisdiction on or after Jan. 1, 1998; m) has been convicted within the past 5 years of domestic battery or a substantially similar offense committed in another jurisdiction before Jan. 1, 1998; or n) is prohibited from acquiring or possessing firearms or firearms ammunition by any Illinois statute or by federal law.</p> | | | |
| Possession - Unlawful | | | |
| Ammunition | | | |
| Unlawful Possession of Ammunition without FOID card | General Offense | Weapons Violation | Possession Firearm/Ammo – No FOID Card |
| Unlawful Possession of Armor Piercing Bullets | | | Unlawful Possession – Ammunition |
| Unlawful Possession of Ammunition | | | |
| Handgun | | | |
| Unlawful Possession of a Handgun | General Offense | Weapons Violation | Unlawful Possession – Handgun |
| Carrying Concealed on Person or Carrying in a Motor Vehicle | | | |
| Carrying a Loaded Weapon (not concealed) | | | |
| Unlawful Possession of an Unregisterable Firearm | | | |
| Firearm-Protection of Minors | | | |
| Unlawful Possession of Handgun without an FOID card | | | Possession Firearm/Ammo – No FOID Card |
| Possession of weapons while commuting between home and employment by watchmen; also security guards, 1 hour after departure to/from home or employment location (EXEMPT: police officers, wardens, jail personnel, and special agents employed by a railroad or public utility). | General Offense | Weapons Violation | Unlawful Possession – Handgun |
| Possession of a Handgun at School | | | Unlawful Possession of a Firearm at School |
| Other Firearm | | | |
| Unlawful Possession of Long Gun | General Offense | Weapons Violation | Unlawful Possession – Other Firearm |
| Carrying a Loaded Weapon (not concealed) | | | |
| Unlawful Possession of an Unregisterable Firearm | | | |
| Firearm-Protection of Minors | | | |
| Possession of a Sawed-Off Shotgun, .50 Caliber Rifle, Machine Gun, or Short Barreled Rifle | | | |
| Unlawful Possession of Other Firearm without an FOID card | | | Possession Firearm/Ammo – No FOID Card |
| Possession of weapons while commuting between home and employment by watchmen; also security guards, 1 hour after departure to/from home or employment location (EXEMPT: wardens, jail personnel, police officers and special agents employed by a railroad or public utility). | | | Unlawful Possession – Other Firearm |
| Other Dangerous Weapon | | | |
| Sale or Possession of Dangerous Weapon | General Offense | Other Offense | Other Weapons Violation |
| Unlawful Possession of a Firearm Muffler, Silencer or Laser Sight Accessory | General Offense | Other Offense | Other Weapons Violation |
| Sale/Transfer – Unlawful | | | |
| Ammunition | | | |
| Sale/Transfer – Unlawful | | | |
| Unlawful Sale/Delivery of Firearm at School | General Offense | Other Offense | Unlawful Sale/Delivery of a Firearm at School |
| Unlawful Sale or Transfer of Ammunition by other than a Licensed Weapons Dealer | General Offense | Other Offense | Other Weapons Violation |
| Unlawful Sale of Armor Piercing Bullets | | Weapons Violation | Unlawful Sale of Metal Piercing Bullets |

INCIDENT REPORTING GUIDE / CHICAGO POLICE DEPARTMENT

| INCIDENT | REPORT TO BE USED | OFFENSE/INCIDENT CLASSIFICATION | | OFFENSE CODE |
|--|-------------------|-----------------------------------|--|--------------|
| PRIMARY BOXSECONDARY BOX | | | | |
| WEAPONS VIOLATIONS & RELATED OFFENSES | | | | |
| Handgun | | | | |
| Sale or Transfer of a Handgun by an Individual Other than inheritance | General Offense | Weapons Violation | Unlawful Sale – Handgun | 142A |
| Sale of Deadly Weapons | | | | |
| Other Firearm | | | | |
| Sale or Transfer of a Firearm by an Individual Other than inheritance. | General Offense | Weapons Violation | Unlawful Sale – Other Firearm | 142B |
| Sale / Transfer Any Dangerous Weapon | | | | |
| Other Dangerous Weapon | | | | |
| Sale / Transfer Any Dangerous Weapon License Required | General Offense | Other Offense | Other Weapons Violation | 5007 |
| Sale / Transfer of Air Rifle / Toy Firearm - person under 13 years of age | | Weapons Violation | Unlawful Use/Sale Air Rifle | 2900 |
| Use - Unlawful | | | | |
| Ammunition | | | | |
| Unlawful Discharge of Armor Piercing Bullets | General Offense | Weapons Violation | Unlawful Discharge of Metal Piercing Bullets | 1476 |
| Handgun | | | | |
| Discharge of Firearm | General Offense | Weapons Violation | Unlawful Use – Handgun | 141A |
| Shots Fired (bona fide cases only) | | | | |
| Reckless discharge of a firearm | | | Reckless Discharge Of a Firearm | 1477 |
| Other Firearm | | | | |
| Discharge of Firearm | General Offense | Weapons Violation | Unlawful Use – Other Firearm | 141B |
| Shots Fired (bona fide cases only) | | | | |
| Reckless discharge of a firearm | | | Reckless Discharge Of a Firearm | 1477 |
| Other Dangerous Weapon | | | | |
| Dangerous Weapon | General Offense | Weapons Violation | Unlawful Use – Other Dangerous Weapon | 141C |
| Unlawful Use – Other Dangerous Weapons | | | | |
| Discharge or Possession of Air Rifle/Toy Firearm - person under 13 years of age | | | Unlawful Use/Sale Air Rifle | 2900 |
| Offenses Related to Firearm Owners Identification (FOID) | | | | |
| Failure to Possess a valid Firearm Owner's Identification Card (State) when possessing a firearm or ammunition. | General Offense | Weapons Violation | Possession Firearm/Ammo – No FOID Card | 1460 |
| Possession of a Altered, Forged or Counterfeit Firearm Owner's Identification Card | | Other Offense | Other Weapons Violation | 5007 |
| Selling or Transferring Firearm or Ammunition to Persons Without Valid State Firearm Owner's Identification Card | | Weapons Violation | Possession Firearm/Ammo – No FOID Card | 1460 |
| Registration and Related Violations (see also Possession-Unlawful this section) | | | | |
| Failure to Notify the Chicago Police Department of the Destruction, Transfer, Loss, Theft, Sale, or Other Disposition of a Firearm within 48 Hours of Disposition | General Offense | Other Offense | Other Weapons Violation | 5007 |
| Failure to Maintain Record of Firearm Transfer for a ten year period | | | | |
| Failure by Dealer to Maintain Register of Sales of Concealable Firearms | General Offense | Weapons Violation | Register of Sales by Dealer | 1440 |
| WEAPONS: OTHER VIOLATIONS & RELATED INCIDENTS | | | | |
| Use of a Firearm or Ammunition as Collateral for a Mortgage, Deposit, Pledge, or Pawn | General Offense | Other Offense | Other Weapons Violation | 5007 |
| Firearm Owners' Identification Card – Revocation | General Offense | Non-Criminal | FOID – Revocation | 5114 |
| FIREARM CONCEALED CARRY ACT VIOLATIONS | | | | |
| Licensee shall not carry a concealed firearm on or into prohibited places (i.e. building, real property, public or private elementary school, government property, hospital, etc.) | General Offense | Concealed Carry License Violation | Prohibited Places | 1478 |
| Licensee shall not carry a concealed firearm while under the influence of alcohol, other drug or drugs, intoxicating compound or any combination thereof | | | Armed While Under the Influence | 1479 |
| FIREARM CONCEALED CARRY ACT VIOLATIONS | | | | |
| Licensee shall not carry a concealed firearm if license is revoked/suspended/expired, etc. | | Non-Criminal | Other | 1480 |
| Conceal Carry License Revocation | | | Conceal Carry License – Revocation | 1481 |
| Other Weapons Violations | | | | |
| Board Airplane with a Weapon | General Offense | Other Offense | Board Plane with a Weapon | 4860 |
| Defacing Identification Marks on Firearm | | Weapons Violation | Defacing Ident. Marks of Firearm | 1450 |

INCIDENT REPORTING GUIDE / CHICAGO POLICE DEPARTMENT

| INCIDENT | REPORT TO BE USED | OFFENSE/INCIDENT CLASSIFICATION | | OFFENSE CODE |
|---|--------------------|--|--|--|
| | | PRIMARY BOX | SECONDARY BOX | |
| Failure to Keep Firearm Unloaded or Disassembled or Bound by a Trigger Lock or Similar Device, unless in the registrant's possession at the registrant's residence or business, or the registrant is engaged in a lawful recreational purpose. (Does not apply to law enforcement personnel or to security personnel properly engaged in their employment.) | | Other Offense | Other Weapons Violation | 5007 |
| Unlawful Use of Body Armor (See OTHER OFFENSES) | | | | |
| SPECIAL CASE REPORTING INDEX FOR "USE OF FORCE INCIDENTS" REQUIRING THE COMPLETION OF A TACTICAL RESPONSE REPORT (CPD-11.377) In all incidents when a Tactical Response Report (TRR) is required under the General Order entitled "Use of Force Guidelines," AND a case report is required consistent with this guide, the original TRR will be attached to the original of the case report. In those incident types indicated below when a case report is not required, the original TRR will be attached to the original of the primary report listed in the box, "Report To Be Used." NOTE: If a Department member is threatened or attacked during the incident an Officer Battery Report and Injury On Duty Report may also be required. See the Special Order entitled, "Officer Battery Reporting Procedures," and Employee Resource entitled, "Sworn Medical Roll - Injury On Duty Status." | | | | |
| USE OF FORCE INCIDENT AS DEFINED BY THE G.O. ENTITLED "USE OF FORCE GUIDELINES" FROM AN INCIDENT INVOLVING ANY: | | | | |
| Unintentional Discharge of a firearm by Police NOTE: Tactical Response Report will be required, AND no other facts of the incident require a case report under this guide. See the General Order entitled "Complaint and Disciplinary Procedures." | General Offense | Non-Criminal | Unintentional Discharge of a Firearm by Police | 5060 |
| Destruction of Animal by Police – When a Department member uses a firearm to destroy a seriously injured or dangerous animal. NOTE: Tactical Response Report will be required, AND no other facts of the incident require a case report under this guide. See the General Order entitled "Complaint and Disciplinary Procedures." | | | Destruction of Animal by Police | 5061 |
| Arrest on a Criminal Warrant AND no other facts of the incident require a case report under this guide. - City Ordinance or Other Quasi-Criminal or Criminal Incident NOT Normally Requiring a Case Report. (Includes any arrest for a City Disorderly Conduct where the arrestee's conduct or the officer's actions meet the TRR reporting requirements defined under the G.O. entitled, "Use of Force Guidelines.") - Criminal Incident Normally Requiring a Case Report and Not Involving a Vice or Worthless Document Offense. | General Offense | Public Peace Violation | Other Violation | 2890 |
| | | As Indicated in this Guide for the Specific Offense Involved | As Indicated in this Guide for the Specific Offense Involved | As Indicated in this Guide for the Specific Offense Involved |
| - Mental Patient Transport when the mental patient was uncooperative or resisted a Department member and had to be forcibly restrained. | | Non-Criminal | Other Non-Criminal Persons | 5080 |
| - Hospitalization Incident Normally Requiring a Case Report including "Death" investigations and "Persons Bitten by Police Canine Unit Dog" incidents. | Hospitalization | As Indicated in this Guide for the Specific Offense Involved | As Indicated in this Guide for the Specific Offense Involved | As Indicated in this Guide for the Specific Offense Involved |
| - Vice Criminal Incident Normally Requiring a Case Report. | Vice | | | |
| - Worthless Document Criminal Incident Normally Requiring a Case Report. | Worthless Document | | | |

I. REPORTS

A. Introduction

1. A uniformed police officer normally is the first to respond to calls for police service and to incidents brought to the attention of the Department. This generally results in an interview with a victim/complainant or witness to obtain pertinent information. The officer completes the proper report by following the instructions contained in the Incident Reporting Guide (CPD-63.451) when the incident is bona fide.
2. The report provides a record of the preliminary investigation and establishes the basis for follow-up investigation.
3. Illinois Supreme Court Rule 412 regarding discovery in criminal cases permits a defense attorney to obtain relevant written or recorded statements, reports, memoranda containing substantially verbatim reports of oral statements and other documents, notes, photographs or tangible objects which the prosecuting attorney intends to use in a hearing or trial. Additionally, material or information which would be discoverable if in the possession or control of the prosecution and which is in the possession or control of other governmental personnel shall be made available to defense counsel. It is therefore extremely important that reports be objective and completed properly and accurately.

B. Types of Report Forms

1. The Chicago Police Department uses different forms for incidents which require a written report. This system is utilized to reduce the possibility of error, to ensure that all pertinent information is included in the report, and to promote ease and speed in completing and processing reports. These forms allow information which is common to a particular incident or crime category to be entered on the form in the space provided.
2. The following case report formsets are maintained in the Field Reporting Manual/Beat Book:

Hospitalization Case Report (CPD-11.406)
Lost and Found Case Report (CPD-11.408)
Missing/Found Person Case Report (CPD-11.407)
Recovered Vehicle Supplementary Report (CPD-11.409)
Supplementary Report (CPD-11.411-A)

Vehicle Theft Case Report (CPD-11.412)
Vehicle Tow Report (CPD-11.413)
Vice Case Report (CPD-11.414)
Worthless Document Case Report (CPD-11.415)

3. Additional reports/forms may be maintained in the Field Reporting Manual/Beat Book. The following is a representative listing:

Alcoholic Influence Field Report (CPD-22.117)
Alcoholic Influence Report (CPD-22.116)
Animal Bite Information (CPD-34.226)
Court Appearance Information (CPD-11.552 or CPD-11.553)
Curfew Violation Report (CPD-24.111)
Domestic Crime Victim Information (CPD-11.443)
Field Contact Card (CPD-21.101)
Information Report (CPD-11.461)

Miscellaneous Incident Exception Report (CPD-11.419)
Notice to Animal Owner or Keeper (CPD-34.214)
Police Notice/Abandoned Vehicle (CPD-11.477)
Private/Public Parking Complaint (CPD-11.478)
School Absentee Report (CPD-24.116)
Traffic Accident Report (CPD-22.110)
Traffic Pursuit Report (CPD-22.958)

4. General Offense Case Reports (CPD-11.380) are issued in book form.

C. Purpose of Reports

Reports are needed to:

1. record the official actions of the Department concerning an incident, including the time the police arrived, the time the assignment was completed and any action taken.
2. furnish necessary information to affected Department members and other authorized agencies to allow for successful completion of investigations.
3. provide data to enable efficient distribution and assignment of personnel.
4. enable supervisors to evaluate work performance and provide direction to subordinates.
5. evaluate law enforcement effectiveness and determine crime conditions.
6. protect the Department and the officer handling the investigation from unwarranted accusations that improper police action was taken or that no service was rendered.
7. act as the basis for crime statistical analyses.
8. record the loss or injury to victims when police service is rendered.
9. respond to court orders and subpoenas in civil and criminal court proceedings.

THE COMMUNICATION OPERATIONS SECTION

- A. Generally, all complaints, incidents, and information requiring action by field personnel will be cleared through the Communication Operations Section. This procedure ensures that:

1. necessary police action is taken.
2. a report is prepared for each bona fide incident.
3. a Records Division number is assigned each case, when appropriate.

NOTE: Verified vice related incidents which require a case report will be reported to the Organized Crime Division's 24 Hour Desk, PAX Q-662 or Q-663, which will assign the Records Division number.

- B. Radio assignments, "on-view" investigations, and investigations by desk personnel are not completed until the investigating officer has reported the nature of his assignment and the action taken to the dispatcher.

III. OFFENSE/CLASSIFICATION AND SELECTION OF REPORT FORM

A. Use of Incident Reporting Guide

1. Consult the Incident Reporting Guide to determine the proper report to use.
2. Locate the alphabetical reference in the "Incident" column.
3. Read directly across to the right for the report to be used, the primary and secondary offense/classification, the Illinois Uniform Crime Reporting (I-UCR) offense code number and the statute or ordinance covering the offense.
4. When a sworn member is assigned to investigate and report a bona fide criminal incident for which the Incident Reporting Guide does not supply a specific offense classification and I-UCR offense code number; the following offense classifications and codes will be used:

| INCIDENT | OFFENSE CLASSIFICATION AND I-UCR OFFENSE CODE |
|---|--|
| a. Offense directed against a person | Primary offense classification Other Criminal Offense |
| | I-UCR Offense Code 5000 |
| | Secondary offense classification Against Person (Cite Offense) |
| b. Offense directed against property | Primary offense classification Other Criminal Offense |
| | I-UCR Offense Code 5001 |
| | Secondary offense classification Against Property (Cite Offense) |

5. Whenever a Department directive prescribes incident-specific offense classifications or I-UCR offense codes which are in conflict with those prescribed by or omitted from the Incident Reporting Guide, the provisions of the Department directive will take precedence.

B. Multiple I-UCR Part I Offense Situations Involving More Than One Victim, Occurring at the Same Time.

1. Select the appropriate report for the most serious Part I offense committed, using the following I-UCR classifications:
 - a. Homicide (includes murder, voluntary manslaughter and involuntary manslaughter)
 - b. Criminal Sexual Assault (includes aggravated criminal sexual assault)
 - c. Robbery
 - d. Aggravated Battery (includes aggravated assault)
 - e. Burglary
 - f. Theft
 - g. Motor Vehicle Theft
 - h. Arson.
2. Include the details of all other offenses in the narrative.
3. Example: Two men break into a warehouse (burglary) and while loading merchandise onto a truck belonging to the warehouse, they are surprised by the night watchman. They render the watchman unconscious with a blunt instrument (robbery and aggravated battery). The men drive away in the stolen truck (motor vehicle theft) with the merchandise (theft). The offenses of burglary, robbery, aggravated battery, theft and motor vehicle theft are involved in this incident. Since the offenses occurred at the same time and the robbery classification appears first in the I-UCR listing before the other offenses involved, the incident would be reported as an armed robbery on a General Offense Case Report. The details of the other offenses would be included in the narrative.
4. Under ordinary circumstances when a single incident involves more than one victim at the same time, complete only one report regardless of the number of victims. In the case of a major disaster (non-criminal), the officer initially assigned will complete a Hospitalization Case Report, and all assisting officers will complete Supplementary Reports, using the same RD number, if multiple victims are involved.

C. Multiple I-UCR Part I Offense Situations Occurring at Different Times - Same Offender

1. When incidents do not occur at the same time, even though they were perpetrated by the same offender, complete a report for each incident.
2. Examples:
 - a. An automobile is stolen and a short time later it is used as a getaway car in an armed robbery. Since two separate offenses occurred at different times (two distinct offenses), a Vehicle Theft Case Report and a General Offense Case Report would be completed.
 - b. Burglaries of separate units of an apartment, residence, office or other building whose clientele is of a permanent nature require a separate report for each unit which is individually owned, leased or rented.
 - c. When thefts occur from several cars parked on the public way in the same block during the night, one report is required for each car entered.

3. Exceptions to Item III-C-1:

a. Hotel Rule

Burglaries of more than one unit in a hotel, rooming house, motel or other similar building where lodging transients is the main business require only one report regardless of the number of units involved in one incident. If numerous offices, all belonging to one person or one company are entered, only one report is required.

b. Multiple Thefts

Thefts from or damage to several vehicles parked in an off-street private or public lot require only one report regardless of the number of vehicles involved (one report is used if several articles belonging to different persons are stolen at the same time from one place - i.e., coat check room). If thefts from or damage to several vehicles occur on the street, make one report for each vehicle involved.

c. Multiple Offenses (one victim, same offender)

(1) I-UCR Part I Offenses

When multiple offenses are committed against the same victim by the same offender or group of offenders in a short period of time, one case report is prepared for the most serious offense and the lesser offenses are included in the narrative of the report.

The beat of occurrence will be the beat where the most serious offense, as indicated by the I-UCR hierarchy, is committed. If, however, the same Part I offense (i.e., criminal sexual assault) is perpetrated more than once upon the same victim at different locations in a short period of time by the same offender or group of offenders, the beat of occurrence recorded will be that beat where the first of the offenses occurred.

(2) I-UCR Part II Offenses

In the event multiple offenses are perpetrated upon the same victim by the same offender or group of offenders at different locations in a short period of time (i.e., simple battery), the beat of occurrence recorded will be that beat where the first of the offenses occurred.

D. I-UCR Part II Offense Situations Involving More Than One Offense or Victim, Occurring at the Same Time

1. There is no hierarchy rule for Part II offenses. The sequence of events will generally dictate the type of case report required and the classification of the offense.

NOTE: For offenses reported on a Vice Case Report, the secondary classification and applicable I-UCR offense code will generally be determined by the most serious criminal charge to be placed against an arrestee. However, when a narcotics incident involves both delivery and possession of narcotic substances, the secondary classification will be the delivery offense.

2. Examples:

- a. An on-view weapons violation which results in the confiscation of narcotics will be recorded on a General Offense Case Report as a Weapons Violation.
 - b. If during the execution of a Search Warrant for narcotics, a weapon or other contraband is discovered, the incident will be reported on a Vice Case Report as a Narcotics Violation.
3. In both of the above cases, the information regarding the other offense will be included in the narrative section of the case report and a copy of the report directed to the other unit which has functional responsibility.

E. Changing the Classification

If a citizen reports an incident which is normally considered a Miscellaneous Incident and upon investigation the incident is found to be a crime, or if upon investigation a reported crime should be classified as another crime (e.g., reported as a robbery but actually was a burglary):

1. prepare the appropriate case report covering the actual crime committed.
2. note the original complaint at the beginning of the narrative section, and
3. notify the dispatcher of the change in classification.

F. Reclassification

1. Reclassification of an offense after the preliminary investigation has been concluded and the original case report has been submitted is the responsibility of authorized sworn members of the Bureau of Investigative Services. Decisions to change the classification of a reported offense to another I-UCR offense classification are based upon:

- a. the information recorded on the original case report.
- b. Bureau of Investigative Services' case management review process requirements to maintain strict adherence to the I-UCR offense classification system.
- c. any additional information ascertained as a result of a field or summary investigation.

2. Reclassification of an offense by authorized sworn members of the Bureau of Investigative Services is accomplished by the preparation of:
 - a. a Supplementary Report, or
 - b. the section of a case report designated for exclusive use by Bureau of Investigative Services or Detective Division personnel only when the reclassification rationale is supported by information in the case report.
3. Although sworn members assigned to bureaus other than the Bureau of Investigative Services are NOT authorized to reclassify an offense, such members may recommend that an offense be reclassified by adhering to the following procedures:
 - a. Prepare a Supplementary Report containing in the primary classification box the offense classification of the last previous report ONLY.
 - b. Leave the secondary offense classification box blank and include in the narrative section the suggested revised offense classification and the supportive information to justify this revision.

IV. REPORTING SOLICITATIONS, CONSPIRACIES AND ATTEMPTS

- A. Report all Solicitations or Conspiracies to commit an offense on the appropriate case report. Solicitations or conspiracies to commit a violent crime require an I-UCR Code of 5000. Solicitations or conspiracies to commit a property crime require an I-UCR Code of 5001. Check the Incident Reporting Guide for the proper classification and codes of vice related incidents reported on a Vice Case Report.
- B. Report all attempts to commit an offense on the appropriate case report using the primary and secondary classifications and I-UCR Codes specified for the particular offense in the Incident Reporting Guide.

V. UNFOUNDED INCIDENTS

- A. Whenever the preliminary investigation of an incident which requires a case report indicates it to be "apparently UNFOUNDED" or not verified, notify the dispatcher that the incident is unfounded. No case report is required.
- B. Whenever you are uncertain as to the authenticity of the crime or incident after conducting the preliminary investigation:
 1. report it as an actual crime, filling in all boxes of the case report.
 2. state only the facts in the narrative and omit any conclusions.
- C. The Miscellaneous Incident Reporting procedure or the Miscellaneous Incident Exception Report WILL NOT be used to report an unfounded complaint of a crime. However, if an officer were assigned to a burglary and in fact discovered a teen-age disturbance, he would use the appropriate alpha-numeric code to report the incident.

VI. REPORT COMPLETION

The following instructions will be observed when completing a case report form:

A. Additional Copy

Generally, an original and duplicate copy (one formset) is completed for each incident assigned. If a third copy of the report is required for any reason, complete the report in triplicate by using a second identical formset after removing the first sheet, and the Victim Information Notice if applicable. Do not use a white first sheet for an additional copy. A triplicate copy should always be pink. With the exception of the Differential Response---Call-Back Program, a third copy will be completed whenever you are assigned to conduct a preliminary investigation of a bona fide incident/offense occurring in another district.

B. Legibility

1. PRINT all information placed on a case report, except the required signature(s) using a black ink ball-point pen.
2. Check to make certain that the duplicate copy of the formset is readable.
3. Any unreadable report will be returned by the approving supervisor and must be reprinted. Errors which are undetected by the supervisor approving a case report, but subsequently are discovered, must be corrected by the submission of a Supplementary Report.
4. Resubmission of reports will be required when original reports that are illegible are detected in the Records Processing Section. The Records Processing Section will not accept carbon or photo copies of reports in lieu of original documents.

C. Language

1. Use language which is simple, accurate, clear and concise.
2. Record all descriptions concerning possible offenders as approximations.
3. Record information learned from witnesses as "In summary it was determined from Mr....." or "The facts in essence are.....".
4. Report the foul language of an offender only when it establishes a modus operandi or will lead to the successful conclusion of the investigation, and indicate that the language reported is not a verbatim quotation of the entire conversation of the offender.

D. Boxes

1. Complete all boxes of the case report except those where a margin heading allows the entire section to be marked DNA or UNKNOWN.
2. When it is impossible or impractical to supply the information requested, enter one of the following notations in the box(es) which best answers the inquiry:
 - a. DNA (does not apply)
 - b. None
 - c. Refused*
 - d. Unknown*
 - e. See Narrative* (make sure the required information is in fact entered in the narrative portion).

*NOTE: These three notations will not be used in Offense/Incident type box(es).

3. Do not complete a box of the report by referring to another box or the narrative unless there is insufficient space to enter names of multiple offenders, victims, or witnesses.
4. In some case reports, information regarding the number of offenders and the description of offenders must be filled in the numbered boxes on the upper portion of the case report.
5. Weapons alluded to by the offender, but not displayed, should be described as "possible"... Example: If the offender has his hand in his pocket as though he were holding a gun (victim does not see a gun) and proclaims a holdup, the words "possible gun" should be inserted in the narrative.

E. Names

1. Record all names accurately and, whenever possible, verify with printed identification.
2. Print names in full with last name first in FULL CAPITAL LETTERS followed by the first name and middle name in initial caps, e.g., HUBBARD, Elmer Francis or HUBBARD, Elmer F.
 - a. Use the symbol (NMI) to indicate no middle name or initial.
 - b. Use the symbol (IO) following an initial to indicate initials only.
3. Record sex, race code number and age information after victim's or complainant's name, e.g., STEWART, George Leroy, M/2, 47.
4. Record sex and race code number after a witness's name, e.g., GONZALES, Thomas D. M/4.
5. Record sex, race code number and age after offender's name, e.g., JONES, Susan T. F/3, 14.
6. When reporting:
 - a. the names of companies and corporations, do not state the last name first but report them as commonly known, e.g., SEARS ROEBUCK AND COMPANY.
 - b. an offense wherein the ONLY victim is the "People of the State of Illinois" or the "People of the City of Chicago" (e.g., UMW cases, vice cases, etc.), the arresting officer's name will be entered in the victim/complainant box of the applicable case report.
 - c. an offense directed against property owned by a governmental or public agency, the reporting officer will utilize two NAME boxes when preparing a General Offense Case Report. The first NAME box will identify the governmental/public agency (e.g., City of Chicago, Chicago Board of Education, Chicago Transit Authority). The second NAME box will identify the name of the location of the incident (e.g., 19th Ward Office, Graham School, North Park Garage).
7. If there are insufficient boxes to list all names, print "See Narrative" in the last space provided for the name and list the remaining names, one on a line, in column form in the narrative section of the case report BEFORE beginning the narrative account. Include all information as sequenced on the case report (i.e., name, address, sex, race code number, age information, etc.) for each name appearing in this listing.

F. Sex

Use the following abbreviations: M-Male; F-Female.

G. Race

1. Use the following numeric identifiers:
 - 1-Black: A person having origins in any of the black racial groups of Africa.
 - 2-White: A person having origins in any of the peoples of Europe, North Africa or the Middle East.
 - 3-Black-Hispanic or 4-White-Hispanic: A person who is black or white and, in addition, is of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin.
 - 5-American Indian or Alaskan Native: A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
 - 6-Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands; this area includes, for example, China, India, Japan, Korea, the Philippine Islands, Samoa, etc.
 - 7-Unknown: A person whose racial and/or ethnic origin is unknown or one who refuses to disclose his racial and/or ethnic origin.

NOTE: 7-Unknown will not be used if the reporting officer is able to observe the complainant, victim or offender to make a judgment.
2. The category which most closely reflects the individual's recognition in the community should be used for purposes of reporting on persons who are of mixed racial and/or ethnic origins. If the individual refuses to answer, it is up to the reporting officer to make a judgment.
3. In the narrative section, indicate a further breakdown when describing suspects or offenders as follows:

- a. If information clearly indicates, use descriptions such as possibly Puerto Rican, possibly Korean, etc.
- b. If less certain, use more general descriptions such as possibly Latin American, possibly Oriental, possibly Eurasian, possibly Polynesian, etc.

H. Age/Date of Birth (D.O.B.)

1. In those reports requiring the age of a person, record the estimated or announced age.
 - a. When possible, verify the age of the person with some printed identification.
 - b. When estimating age, use the abbreviation "AP" to indicate that it is an approximation.
2. In those reports requiring the date of birth of a person:
 - a. record the date of birth in FULL, e.g., 18 MAR 41.
 - b. when possible, verify the date of birth with some printed identification.

NOTE: This information is not required but may be included in Miscellaneous Incident Exception Reports.

I. Addresses

1. Record the permanent residence of the subject, using the house or building number, the direction (N., S., E., W.), and the name or number of the street. Do not use two street names to identify a location.
2. Words having standard abbreviations such as Street, Avenue, Boulevard, Parkway, etc., may be abbreviated.
3. Include the floor, apartment, suite or room number.
4. Enter the city and state when not Chicago.
5. If the subject has a temporary Chicago residence, record it in the narrative (unless this is asked for separately on the case report).
6. Identify military personnel by their unit designation and the ship, station, or military installation. When applicable, record in the narrative the local address where they can be reached. Social security numbers are used as serial numbers in the military.
7. When no exact street number is available, enter an approximate street number. Print (AP) after the address. Do not use two street names, use a number-name combination.
8. When possible, indicate in the narrative, or appropriate box, the best time and place to contact victims, witnesses, etc. Example: Home - 0800-1600 or Work - 2400-0800.

J. Telephone Numbers

Record the number in the conventional manner. Include the extension number when available. Example: 744-4000, Ext. 630; or 1-(703)-640-6131, Ext. 6301.

K. Numbers

1. Beat of occurrence - use the current beat map to determine the correct beat of occurrence.
2. Beat/unit assigned - use the correct four (4) digit radio call number (i.e., 0121 = 001 District beat car assigned to Sector 2; 1173 = 011 District squadrol assigned to Sector 3; 5151 = Detective Division Area 1 Property Crimes Unit).

NOTE: Unit designation numbers will NOT be inserted in the "Beat/Unit Assigned" boxes on case or supplementary reports.

3. Generally - when possible, verify from documents all numbers, including vehicle license, vehicle identification, and other serial numbers.

L. Time

1. State time using four digits, without punctuation, from 0001 to 2400. The first two digits designate the hour and the second two digits the number of minutes past the hour.
2. Indicate a time span by placing a hyphen between the first and last known times when the exact time of occurrence is unknown. Example: 1700-2030.

M. Dates

1. Print dates by giving the number of the day, followed by the first three letters of the month and the last two digits of the year. Example: 1 Jul 85.
2. Indicate a span of dates or times by placing a hyphen between the first and the last dates or times. Example: 1-13 Nov 85, 30 Nov-3 Dec 85, 1500-1700.

N. Occupations

1. Record the specific occupation by which the subject ordinarily earns his livelihood. Examples: A presently unemployed bricklayer would be shown as "bricklayer." An official in a bank would be shown as "banker" while a bookkeeper in a bank would be shown as a "bookkeeper."
2. If the subject is retired, so indicate and record his former occupation. Example: Retired Police Officer.
3. Enter "homemaker" for an otherwise unemployed spouse.
4. If the subject is a student, so indicate, including the name of the school.

O. Lost, Stolen and Recovered Property

1. Describe in detail any item or items lost, stolen or recovered, one to a line in column form, at the end of the narrative. Begin the listing two spaces after the end of the narrative. List individual items, their description, who found each item, when they were found, where found, and what was done to them (including inventory numbers). Include "Operation Identification" number if known.
2. Whenever numbers are included in the description of any item, identify the numbers as MODEL, STOCK, STYLE or SERIAL NUMBERS.
3. Incidents involving lost or stolen property (vehicle theft excepted) are reported on case reports which have special boxes to list the monetary value of each category of property taken, i.e., money, jewelry, furs, clothing, office equipment, T.V., radio, stereo, etc., household goods, consumable goods, firearms, dangerous drugs; except in a loss when there is no intrinsic value involved, in this instance report the loss on a Miscellaneous Incident Exception Report.
 - a. Use the fair market value for articles which are subject to depreciation due to wear and tear, age or other factors causing the value to decrease with use.
 - b. Use the dealer's cost or the cost to the merchant for goods stolen from retail establishments, warehouses, etc. The dollar value should represent the actual cash loss to the victim without any markup or profit added.
 - c. Use the victim's evaluation for items such as jewelry, which do not appreciably change in value with use or age.
 - d. Categories of Property Taken
 - (1) Money-United States Currency (Face Value, Not Collector's Value)
 - (2) Jewelry - and precious metals
 - (3) Furs
 - (4) Clothing
 - (5) Office Equipment - typewriter, adding machine, etc.
 - (6) Television, Radios, Stereo, etc.
 - (7) Household goods (items) - furniture, washer, etc.
 - (8) Consumable goods - liquor, food, cigarettes, etc.
 - (9) Firearms
 - (10) Narcotics, dangerous drugs
 - (11) Other - Miscellaneous items other than 1 through 10.
4. When the victim obviously exaggerates the value of stolen property for insurance or other purposes, use common sense and good judgment in reporting the value of stolen items.
5. Do not report the value of the property if:
 - a. it is a motor vehicle.
 - b. the property has been damaged by criminal attack. Describe the extent of damage in the narrative.
 - c. the property is a document such as a traveler's check, personal check, money order, stock or bond certificate, etc. Describe the document and the amount entered thereon in the narrative.
6. Recovery of property involved in a crime does not clear the crime. Clearance results only from arrest or from exceptional circumstances which terminate the investigation. The decision as to whether a crime has been "cleared" is the responsibility of authorized sworn members of the Bureau of Investigative Services.

P. Narrative Section

1. If there are multiple names for any box on the report and there are insufficient boxes to list all names, list the remaining names, one on a line in column form, BEFORE beginning the narrative. All descriptions will be given as approximate. Do not refer to victims, witnesses, or offenders by "see box..."
2. Give a detailed description of how the crime was allegedly committed, or the circumstances surrounding the incident, in the body of the narrative. A complete case report will answer the questions "Who? What? When? Where? How? Why?"

NOTE: In addition to completing any applicable notification boxes, when required, enter the name of any agency/person notified (e.g., Water Department/Ms. Smith, Gas Company/Mr. Jones, etc.) in the narrative.

3. Include the name, star/badge or employee number and unit of assignment of all other Department members directly involved in any specific action.
4. If the report is concerned with lost, stolen, or recovered property, describe the item(s) in detail, one to a line in column form, at the end of the narrative. Begin the listing two spaces after the end of the narrative.
5. Reporting officers are to eliminate their conclusions, opinions, feelings and evaluations of witnesses from the narrative portion of the original case report. Conclusions on the part of the report writer, whether based on deduction or personal feelings, should not be made.
6. When necessary, check the "continued on reverse side" box and continue lengthy narratives on the back of the formset. Fold the top page of the formset along the perforation and detach and reinsert the carbon paper in order to maintain the original copy as the top page. Detach part 3, Victim Information Notice, if applicable. If additional space is needed, use another identical formset, complete a sufficient number of boxes at the beginning in order to identify the continuation with the first page, and begin the narrative with: "This is a continuation page...of...pages."
7. When preparing Supplementary Reports where statements (oral or written) by offenders have been taken, the officer will include the following in the narrative:

- the giving of the Miranda Warnings.
 - any waivers of the Miranda Warnings.
 - the time the statement was taken.
 - where the statement was taken (location).
 - date the statement was taken.
 - who was present during the taking of the statement, including non-Department personnel.
- a. If a person is quoted verbatim in a Supplementary Report, quotation marks should be used and recorded as follows: Joe Brown stated "....."
 - b. If the substance of a person's statement is recorded in a Supplementary Report rather than a verbatim transcription, it should be recorded as follows:
Joe Brown stated in substance that.....
8. If a formal (written) statement is taken, it must also include the following:
- a. who took the statement.
 - b. who transcribed or typed the statement.
 - c. why the statement was taken.
- e.g., "Statement taken from John Smith at 5555 W. Grand Ave., Chicago, Il. on 1 Nov. 85, 1400 hours relative to the incident reported under RD number X000000. Questioned and typed by Det. Joe Brown, Unit 652. Mary Smith, John Smith's wife, present."
9. If a photographic identification of an offender is made, the reporting officer will record the names and I.R. numbers of the suspects whose photographs were shown, on a Supplementary Report. If loose photographs are shown, they are to be inventoried if an identification is made, and the property inventory number recorded on the Supplementary Report. If the identification is made from a photo album, the serial number of the album and the page and the photo number are to be recorded in the Supplementary Report.
10. When preparing case reports involving recovered narcotics, ensure that the Estimated Street Value (ESV) is incorporated in the narrative.
- Q. Signatures**
1. Complete a case report by printing your rank, name and star number. You must also sign the report in the box provided.
 2. When the investigation is conducted by two officers, both must sign the report.
 3. Signatures of both the reporting officer(s) and the supervisor approving the report indicate that the report is complete and accurate and attests that the completed report has been "proofread."
- R. Victim Information Notice**
1. A Victim Information Notice, when a part of a case report formset, is to be prepared by the preliminary investigator and issued to persons reporting certain incidents and crimes to the Department.
 2. This form is designed to convey information which is of concern to most victims of crime and to reduce confusion experienced by victims when attempting to obtain or provide information regarding the incident or crime they have reported.
 3. Sworn members completing a Victim Information Notice will:
 - a. ensure that the appropriate information appears in the designated boxes, paying particular attention to include the RD number.
 - b. check the appropriate box to indicate which unit of the Department has follow-up investigative responsibility for the particular incident or crime.
 - c. explain the content of the Notice to the victim when necessary.
 - d. advise the victim to retain the Notice for his personal records and to use the RD number when communicating with the Department regarding the incident or crime.
 - e. normally prepare only one Notice when there are multiple victims. Additional victims, i.e., those not receiving the Victim Information Notice, will be given the required information in the most expeditious manner possible.
 - f. normally not prepare a Notice when the victim is unknown or not on the scene, and the Notice cannot be left with a responsible relative, neighbor or friend of the victim.

VII. REPORT SUBMISSION

- A. Upon completing a case report, advise the Communication Operations Section dispatcher as to the nature of the assignment and action taken. Whenever the crime or incident classification, the address of occurrence, or the victim's name is different than that originally given by the dispatcher, advise him of the correction. Then return to "duty" status immediately.
- B. Submit completed case reports as soon as possible during your tour of duty. Case reports will be given to your immediate supervisor or, if he is unavailable, to any available field supervisor in your district of assignment. If no field supervisors are available, the reports will be handed in to either the supervisor assigned to conduct the checkoff roll call or to the desk sergeant of the district of occurrence.
- C. Supervisory officers will promptly review, have corrected and approve (by signing in the spaces provided) all case reports before forwarding them for further processing. Reporting officers have not completed their tour of duty until all their reports have been approved by a supervisory officer.
- D. Desk sergeants will process all reports by:
 1. ensuring that each report has an RD number.
 2. verifying that the reports bear a supervisor's signature of approval, or, if not, approving the reports themselves if an appropriate field supervisor is not available and the reports are properly completed.

3. ensuring that completed formset copies are separated, that the original is forwarded via police mail to the Records Processing Section for duplication, and that the duplicate is retained for the district review officer. In the case of reports of preliminary investigations of outside district complaints, they will forward the duplicate copy to the district of occurrence by police mail and retain the triplicate copy.

II. INFORMATION REPORTS

In addition to reporting incidents to which you have been assigned, you are responsible for reporting information which may require other police action. Information not called for on case reports but which could be of concern to the Department should be reported on an Information Report (CPD-11.461). A member preparing an Information Report will follow the procedures outlined in the General Order entitled "Information Report System." It must be clearly understood, however, that the submission of an Information Report will not relieve the reporting member of compliance with directives which require other reports or police action.

REPORTING OFFENSES OCCURRING IN OTHER JURISDICTIONS

A. When a citizen reports an offense which has occurred in another jurisdiction, outside of the corporate boundaries of the City of Chicago, Department members will advise the complainant that:

1. the Chicago Police Department cannot investigate offenses which have occurred in other law enforcement jurisdictions, and he should contact the law enforcement agency having jurisdiction and report the information to that agency.
2. the Chicago Police Department will assist complainants by:
 - a. attempting to arrange for the dispatch of a police officer from the law enforcement agency having jurisdiction to receive the information from the complainant. This will be accomplished by point-to-point radio or telephone.
 - b. transporting the complainant, if he is unable to do so himself, to a mutually convenient boundary street, when the complainant is located in a district that is contiguous to the area of the law enforcement agency having jurisdiction, to meet a police officer from that jurisdiction for the purpose of receiving a report.

B. The Chicago Police Department will prepare case/supplementary reports for offenses/incidents which occurred in another jurisdiction, only when:

1. property which was stolen, lost or mislaid outside of Chicago is recovered in Chicago.
 - a. Recovered stolen motor vehicles will be reported on a Vehicle Theft Case Report with an offense classification of "Recovery Foreign."
 - b. Recovered stolen property other than motor vehicles (e.g., semi-trailers, license plates, construction equipment, merchandise, etc.) will be reported on a General Offense Case Report.
 - c. Recovered lost or mislaid property will be reported on a Lost and Found Case Report.
2. Crime Laboratory Division services were rendered in an authorized other jurisdictional investigation. Such services will be reported on a General Offense Case Report.
3. a search warrant has been executed by Department members. Search warrant executions will be reported in accordance with the provisions of the Department directive entitled "Search Warrants."
4. Bureau of Investigative Services operational procedures require the preparation of a case report.
5. the complainant is unwilling or unable to contact the law enforcement agency having jurisdiction and the complaint would ordinarily require the preparation of a case report.
 - a. In such cases, the reporting officer will prepare the appropriate case report and request the assignment of an R.D. number through the dispatcher, even if the incident is unfounded. The "beat of occurrence" will indicate that the crime did not occur within the corporate limits of the City of Chicago. If the incident is apparently unfounded, the reporting officer will enter at the beginning of the narrative: "Apparently UNFOUNDED at the time of preparation of this report. Complainant advised that he should contact the law enforcement agency having jurisdiction."
 - b. In addition, the officer will prepare a third "information" copy which will be sent to the preparing officer's district/unit review officer. The review officer will prepare a brief letter of transmittal, attach the "information copy" of the case report for the attention of the law enforcement agency having jurisdiction and forward both via the U.S. Mail.

NOTE: The third "information" copy will NOT be utilized for reporting recovered vehicles stolen from another jurisdiction.

C. The following beat of occurrence identifiers will be used to indicate that the offense/incident did not occur within the corporate limits of the City of Chicago. The only exception is for Vehicle Theft Case Reports prepared for recovery of motor vehicles stolen outside Chicago, but recovered within Chicago (foreign recoveries). In these instances, the beat of occurrence will be the beat of recovery.

- 3100 - outside the corporate limits of the City of Chicago, but within the State of Illinois.
- 4100 - outside the State of Illinois, but within the United States of America, its district, territories or possessions or any other territory governed, occupied or controlled by the United States of America.
- 5100 - outside the United States of America, its district, territories or possessions or any other territory occupied or controlled by the United States of America.

GENERAL OFFENSE CASE REPORT

CHICAGO POLICE DEPARTMENT

CPD-11.380

FORM PREPARATION INSTRUCTIONS

(Rev. 8/95)

PURPOSE: To record the preliminary investigation of all cases of bona fide offenses except for those cases which are reported on vehicle case reports, Vice Case Reports, Worthless Document Case Report, Miscellaneous Incident Exception Report and those cases which are handled by means of the miscellaneous incident procedure. Non-criminal cases are also reported elsewhere.

The numbers below refer to box numbers on the reporting form. If known, include apartment, floor and room number whenever an address is requested.

1. Offense/Incident-Primary Classification: Enter the offense using the Incident Reporting Guide as reference. Enter the Illinois Uniform Crime Reporting (I-UCR) offense code from the Incident Reporting Guide.
2. Secondary Classification: Enter the secondary classification using the Incident Reporting Guide as a reference.
3. Enter the R.D. number assigned to the report. Also record the R.D. number in the space provided on the reverse side of the report ONLY when a narrative is continued on the reverse.

BOXES 4 - 12: SCENE

4. Address of Occurrence: Enter street number, direction and street name supplied by complainant and/or investigation.
5. Fire Related: Check appropriate square if fire or explosion occurred.
6. Enter the date(s) of occurrence and the time or time span of occurrence.
7. Enter the correct beat of occurrence using the current beat map.
8. Enter the beat or unit assigned to the investigation.
9. Enter type and name of location of occurrence. Refer to Location Codes on outside cover of case report booklet (i.e., Grocery/Food Store - Jewel).
10. Enter the appropriate Location Code from outside cover of booklet.
11. Enter the date and time the reporting officer arrived at the scene.
12. Check appropriate square to indicate how assignment was received. This eliminates the necessity to begin the narrative with a statement such as, "Beat 2201 sent by C.O.S. to 111E. West Street on a call of a Burglary."

BOXES 20 - 29: VICTIM

20. Enter total number of victims.
21. Print last name of victim first, then first name and middle initial if any. If victim's identity is verified through examination of documents, check Verified square. If victim is a business, use the firm name. If there are more than three victims, list names in the beginning of narrative.
Parent or Guardian, if victim is a juvenile: Enter name, address, sex, race code number (listed to the right), age and phone numbers of parent/guardian if applicable.
22. Enter address of victim. If a business, enter the company address.
23. Enter sex, race code number and age of victim.

NOTE: The racial and ethnic categories for victims, witnesses and offenders are defined as follows:

- 1- Black: A person having origins in any of the black racial groups of Africa.
- 2- White: A person having origins in any of the peoples of Europe, North Africa, or the Middle East.
- 3-4 Black-Hispanic/White-Hispanic: A person who is black or white and, in addition, is of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin.
- 5- American Indian or Alaskan Native: A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- 6- Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; this area includes, for example, China, India, Japan, Korea, the Philippine Islands, Samoa, etc.

The category which most closely reflects the individual's recognition in his community should be used for purposes of reporting on persons who are of mixed racial and/or ethnic origins. If the individual refuses to answer, it is up to the reporting officer to make a judgment.

24. Enter the victim's home telephone number.
25. Enter the victim's business telephone number.
26. Enter time victim/company representative is available at residence or place of employment.
27. Enter the victim's occupation.
28. Check the appropriate column.
29. Enter code from Offender/Victim Relationship Code table printed immediately below on the report. If relationship is not listed, use 23 - Other and describe in narrative.

BOXES 30 - 35: WITNESS: If all the information requested is unknown or not applicable to the offense being reported, check appropriate square in the margin of the witness section.

30. Enter total number of witnesses.
31. Enter name(s) of person(s) who discovered, witnessed, or reported offense and check appropriate square. If more space is required, identify as Witness and use narrative.
32. Enter home address(es) of person(s).
33. Enter sex, race code number and age of the witness(es).
34. Enter home telephone number of witness.
35. Enter business telephone number of witness.

BOXES 40 - 45: OFFENDER: If all the information requested is unknown or not applicable to the offense being reported, check the appropriate square in the margin of the offender section.

40. Enter total number of offenders.
41. Enter alleged offender's name and/or alias; if unknown, give clothing description. If more space is required, identify as Offender and use narrative.
42. Enter home address (if known) of the offender.
43. Enter sex, race code number, age and physical description of offender.
44. Enter C.B. number (if an offender is arrested; enter I.R. number if known).
45. Enter code from Offender/Victim Relationship Code table printed immediately above on the report. If relationship is not listed, use 23 - Other and describe in narrative.

BOXES 50 - 59: CIRCUMSTANCES: If all the information requested is unknown or not applicable to the offense being reported, check appropriate square in the margin of the circumstances section.

50. Object/Weapon: Check appropriate square in horizontal line (used, displayed, unknown). Then check appropriate box below. If weapon is recovered or if more space is required use narrative.
51. Burglar Alarm: check appropriate square. Alarm circumvented: check appropriate square.
- 52, 53, 54. Check appropriate square.
55. Check appropriate square.
- 56, 57. Check appropriate square.
58. Supply modus operandi information. If more space is required use narrative.
59. Gang related: Check square for victim and/or offender if applicable and enter gang name.

BOXES 70 - 74: If all information requested is unknown or not applicable to the offense being reported, check appropriate square in the margin of the property section. List any property damaged in the narrative section and indicate the nature of damage.

71. If the property being described has been taken (T) (stolen) or recovered (R), check the appropriate square in the applicable box to identify the type and

give the value of the property. When reporting recovered property which has been verified as stolen property, check both the Taken (T) and Recovered (R) squares.

- a. When the dollar value of the property stolen is the same amount as is that of the property recovered, only one dollar amount need be inserted to the right of the checked (T) and (R) squares.
- b. When the dollar value of the property stolen is different from the dollar value of the property recovered, both dollar amounts must be inserted to the right of the checked (T) and (R) squares.

Describe property taken/recovered as last entry in the narrative, supply serial numbers or identifiable markings if available.

72. If a vehicle or trailer is stolen or a theft occurred from a vehicle, check appropriate square and give identifying information for the vehicle.
Offender's vehicle: Check appropriate square if applicable and enter additional information if known.
If more than one vehicle is involved, use narrative.

73. List all property inventory numbers for all evidence or recovered property.
74. Enter motor vehicle inventory number and pound number if applicable.

BOXES 80 - 82: NARRATIVE: If no additional information is available other than that already supplied in the numbered boxes, check the "No Additional Information" square in the margin of the narrative section, make no further entry in box 80. Do not unnecessarily repeat information already contained in the numbered boxes. Otherwise, give a concise statement of the facts of the case. If address of occurrence is different from the address where the report is being made, indicate in the narrative.

81, 82. Check appropriate square.

BOXES 90 - 97: POLICE PERSONNEL

91. Indicate the number and recipient of extra copies required of this report. For normal distribution, check Normal square.

Mark the square to the right, if the report is continued on the reverse side.

92. Enter the name of the person making the notification, the number of the unit and the name of the person notified; indicate presence at scene of personnel notified by checking Arrived square; enter date and time of notification.

NOTIFICATIONS ARE REQUIRED in cases of major losses (\$5000 or more), newsworthy cases, homicide or serious injury, seizure under Ch. 38, Art. 36, IRS, or under Ch. 563, Art. 1305 [720 ILCS 5/36-1 or 720 ILCS 570/505] cases where prominent persons or visitors to our city are involved, cases which involve police officers, robberies, home invasions, or any case where immediate follow-up might result in an arrest of the offender.

93. Enter name and star number of the first officer at the scene of the offense. If the first officer to arrive is the reporting officer, check R.O. square and make no further entry.

94. Other notifications made. Mark square to indicate who was notified, enter name of person making notification, the number of the unit and the name of the person notified, date and time notified. Indicate presence of personnel at scene by marking Arrived square. If more space is required use narrative.

95. Enter printed name of officer completing the report, star number and signature. Enter date and time investigation was completed.

96. Enter printed name, star number and signature of a second officer if applicable.

97. Approving supervisor enters his printed name, star number and signature when he approved the report. Enter date and time report is approved. If narrative is continued on the reverse side, approving supervisor's signature and date is also required on the reverse.

VICTIM INFORMATION NOTICE: This notice is Part 3 of the formset. Reporting officers will mark the appropriate square indicating which unit has follow-up responsibility for the reported offense and leave the notice with the victim.

12/95

NOTE: The information contained within the parentheses is to indicate the proper Offense Code number. It is NOT to be included in the Secondary Classification-Box 2 of the case report.

NOTE: The information contained within the parentheses is to indicate the proper Offense Code number. It is NOT to be included in the Secondary Classification-Box 2 of the case report.

A QUICK REFERENCE TO WORDS COMMONLY USED IN LAW ENFORCEMENT

| | | | | | | |
|----------------|---------------|---------------|----------------|---------------|--------------|---------------|
| abandon | anniversary | blackmail | citizen | customary | disturbance | feces |
| abduction | annulment | boisterous | civil | cylinder | divide | feminine |
| abortion | anonymous | bona fide | clue | damage | division | fetal |
| abrasion | antique | bookkeeping | cocaine | dazzling | divorcee | fetus |
| absorb | antiseptic | boulder | coercion | debris | doesn't | fiber |
| absurd | anxiety | boulevard | coincide | debt | doweled | fictitious |
| accept | anxious | boundary | collar | deceased | downward | fight |
| access | apologize | bouquet | collision | deceived | drunkenness | filigree |
| accessible | apparatus | brake | colonel | deceptive | dual | finally |
| accessories | apparatus | brassiere | column | decision | duplicate | financial |
| accessory | apparel | breadth | combated | defecated | during | fiscal |
| accident | appeal | brevity | comfortable | defendant | dying | flammable |
| accidentally | appearance | bribery | coming | defense | eastward | flier |
| accommodate | application | brief | commercial | defensive | edgewise | fluorescent |
| accompanied | appreciation | bruise | commission | definition | eighth | focused |
| account | apprehend | built | committed | delegate | electricity | forcible |
| accumulate | appropriate | bulletin | committee | delinquency | eligible | foreign |
| accurate | aqueduct | buoyance | communicate | delinquent | eliminate | forfeiture |
| accusatory | argumentative | bureau | community | demarcation | embarrass | formula |
| accustomed | arraignment | burglary | compensation | demonstration | embezzlement | forty |
| ache | arrangement | buses | competition | demurred | emergency | fourteen |
| achievement | arson | business | complainant | dependent | enamed | fourth |
| acknowledgment | artery | cafeteria | complexion | deployed | encase | fracture |
| acoustic | articles | calendar | compulsory | deposition | enclosure | fraudulent |
| acquaintance | artificial | caliber | compress | descendant | enforcement | freight |
| acquired | Asian | caliper | concealed | description | enthusiasm | frequency |
| acquitted | asked | campaign | confidant | desecrator | envelope | frightened |
| adapter | assault | canceled | conscience | designated | environment | fugitive |
| additional | assembly | cancellation | conscientious | desperate | epileptic | fulfill |
| adjust | assistance | candidate | conscious | destination | equal | funnel |
| adjuster | associate | canister | consensus | deterrence | equipment | furniture |
| administration | assortment | cannot | consent | develop | equivalent | furor |
| admissible | assumed | canvas | consistent | device | especially | gaiety |
| admission | athletics | canyon | conspicuous | diagnosis | evacuee | gambling |
| adultery | attached | capillary | conspiracy | diagonal | evidence | garage |
| advantageous | attempted | captain | constable | diagramed | exaggerate | garrote |
| advertisement | attendance | carburetor | construction | dial | exceeding | gassed |
| advice | attendant | careful | consummate | diaphragm | excellent | gauge |
| advise | attribute | carrying | contagious | diarrhea | exception | generally |
| affect | authentic | cartilage | continue | diesel | excessive | genuine |
| affidavit | authoritative | cashier | contributing | different | excused | glycerin |
| affirmative | authorize | casual | confusion | diffuse | exercise | government |
| again | automatic | casualty | convenience | dilapidated | exhaust | gradually |
| aggravated | autopsy | catalog | convertible | dining | exhibitor | gratification |
| aisle | auxiliary | catastrophe | conveyor | disappear | existence | graveled |
| alcohol | awkward | catsup | conviction | disappearance | exonerate | grease |
| alias | bacteria | ceiling | cooperate | disappoint | experience | grievance |
| alibi | bail | cemetery | corporal | disastrous | explosion | guarantee |
| alimony | ballot | censor | corporation | discipline | expose | guard |
| alkali | bandage | center | coroner | discreet | expression | guerrilla |
| alleged | bandanna | cereal | corps | discrepancy | extension | guessed |
| allotment | barbiturate | certificate | corpse | disease | extortion | guest |
| all right | barreled | cesarean | corrective | disguise | extremely | guidance |
| altercation | battery | chaise longue | correspondence | disheveled | eying | guilty |
| alternative | bazaar | channeled | corroborate | disk | fabric | guitar |
| although | behavior | chaperon | cough | dislocation | facilitate | guttural |
| altogether | believe | character | counseled | disperse | factual | gymnasium |
| always | benefited | chauffeur | counselor | disposition | familiar | gypsy |
| amateur | bequeath | chief | counterfeit | dispute | fantasy | habeas corpus |
| ambitious | better | chiseled | coupon | dissatisfied | farther | habitually |
| ammunition | beveled | choose | courteous | dissension | fascinating | half |
| amputation | beverage | cigarette | creditor | dissipation | fatal | Halloween |
| amusement | beyond | circle | criminal | distinction | faucet | handkerchief |
| analysis | bicycle | circumference | criticism | distention | favor | harass |
| analyze | bigamy | circumstance | crystallized | distributor | February | haughty |
| analyzed | bizarre | citable | cursor | district | fecal | hazard |

| | | | | | | |
|--------------|---------------|---------------|-------------|--------------|-------------------|----------------|
| headache | inscription | lieutenant | muscle | participate | prisoner | representation |
| healthy | insensible | lightning | museum | particular | privilege | reputation |
| heard | insinuate | likable | mustache | partisan | probably | residence |
| height | installation | likely | naphtha | passenger | proceeded | resistance |
| hemorrhage | instinct | liquefy | narcotics | patience | programmed | resolution |
| hereditary | insufficient | liquid | narrow | peculiar | progress | respiration |
| heroin | insurance | liquor | natural | pedestrian | prohibit | restrained |
| hiccup | insure | livable | necessary | peddler | promissory | revoked |
| hideous | intellectual | location | negative | pelvis | pronounce | rhyme |
| hijack | intelligent | loitering | neglect | penalize | pronunciation | rhythm |
| hindered | interceded | loneliness | negligence | penalty | propellant | ridiculous |
| Hispanic | intercept | losing | neighbor | penciled | prophecy | right |
| holiday | interior | luster | nephew | penis | prosecution | rigid |
| homicide | intern | magazine | nervous | perhaps | prospective | rigor mortis |
| horizontal | interpret | magistrate | neutral | periled | psychological | rival |
| humane | interrogate | maintenance | nickel | perimeter | punishable | robbery |
| humiliate | interrupted | majority | niece | perishable | quai ¹ | sabotage |
| hurried | intersect | malicious | night | permanent | quality | sacred |
| hurrying | interview | management | ninety | permissible | quantity | sacrifice |
| hypodermic | intimidation | maneuver | noisy | permittee | quarreled | sacrilegious |
| ideal | intoxication | manikin | noticeable | perpetrator | quartet | salable |
| idiosyncrasy | invasion | mantel | noticing | persecute | query | salary |
| ignorance | investigation | manual | notified | perseverance | questioning | salute |
| illicit | involuntary | manufacturing | nuisance | persistent | questionnaire | salvage |
| illiterate | iodine | margarine | numerous | personal | queue | sandal |
| imaginary | iridescent | margin | obligation | personnel | quiet | satellite |
| imagination | irrelevant | marijuana | obscene | perspective | quinine | satisfactory |
| imitation | irrigate | marriage | obscure | perspiration | quite | Saturday |
| immediately | isolate | masculine | obstacle | persuade | quota | scalloped |
| impaneled | jalopy | masturbating | obstructed | perversion | quotient | scarcely |
| impatient | jealous | matinee | occasion | phlegm | raccoon | scene |
| imperfect | jeopardize | maturity | occupant | physical | racket | schedule |
| implement | jeweled | mayhem | occupation | physician | raid | scheme |
| impossible | judiciary | meager | occurred | picnic | raise | schizophrenia |
| impostor | judgment | meant | occurrence | picnicking | ratio | science |
| impression | jujitsu | medal | occurs | piece | rational | scissors |
| imprisonment | justice | medical | odor | planning | rattan | scout |
| inadequate | juvenile | meditate | offense | plaque | readily | secretary |
| inaugurate | kerosene | memorize | offensive | pleasant | realize | sedative |
| incessantly | khaki | merely | official | pneumatic | really | seduction |
| incidentally | kibitzer | metal | often | pneumonia | recede | seen |
| incised | kidnaped | microphone | omission | poison | receipt | seize |
| incorrigible | kilogram | mileage | omitted | possession | receive | seizure |
| incredible | knowledge | miniature | once | possibly | recipient | sense |
| indecent | knuckles | minority | operator | practically | reckless | sentence |
| indefinite | laboratory | miscellaneous | opinion | practice | recognize | separate |
| independent | laceration | mischievous | opponent | preceding | recollect | separation |
| indicate | lascivious | misdemeanor | opportunity | precise | recommend | sergeant |
| indict | lacquer | misspell | opposite | predicament | recreation | several |
| indifferent | language | miter | optimism | preference | reference | severed |
| individual | larceny | mobile | orchestra | pregnant | reference | severely |
| inevitable | latent | moccasin | ordinance | prejudice | referred | sewage |
| infamous | lawyer | modeled | ordnance | preliminary | refuse | sexual |
| informant | legion | modernize | organize | premises | registrar | sheriff |
| infraction | legitimate | moisture | original | preparation | registration | shimmed |
| ingenious | leisure | monogramed | outrageous | prerequisite | rehearsal | shone |
| ingredient | lenient | monotonous | overt | prescription | released | shoulder |
| inhabitant | length | morale | painful | presence | relevant | shown |
| initial | leukemia | motorcycle | pajamas | preservation | religious | shrewd |
| injury | leveled | mountainous | pamphlet | pretense | reinforce | shriek |
| innocence | lewd | movable | paneled | prevalent | remedial | shriveled |
| innocuous | liabilities | mucilage | paraffin | preventive | remembrance | sieve |
| inoculate | liaison | mucus | paragraph | previously | remittance | signaled |
| inquire | libel | multiple | parallel | pried | renewal | signature |
| inquiry | library | municipal | parcel | prima facie | repeat | significant |
| inquisitive | license | murdered | parole | principal | repellent | similar |
| insanity | lien | murmur | partial | principle | repetition | simulate |

since
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tourniquet
traffic
trafficking
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tranquil
transferable
transferred
translation

transpose
trauma
treacherous
treasurer
trespassing
tries
trolley
truancy
truly
Tuesday
tunneled
turquoise
typewriter
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unanimous
unconscious
undoubtedly
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unnecessary
unusually
urgent
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utility
vacancy
vacuum
vagrandy
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victory
vigilance

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violation
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yield
young
youthful
zealous
zigzag

EXTRA COPIES OF CASE AND SUPPLEMENTARY REPORTS - DISTRIBUTION CARD
CHICAGO POLICE DEPARTMENT

| Incident Involving: | Copy To | |
|---|--|--------|
| | Unit Name | Unit # |
| Chicago Housing Authority grounds | Public Housing Section Administration | 157 |
| Chicago Park District property - occurring on or involving park district property, facilities or employees while on-duty and arrests of Chicago Park District employees | Chicago Park District Security | * |
| Chicago Public Schools - in facilities, on property, or students going to and from school | School Patrol Unit | 284 |
| Chicago Transit Authority (CTA) | CTA Public Transportation Section | 701 |
| City of Chicago employees - offender identified as an employee of the City of Chicago, including sworn and civilian members of the Chicago Police Department | Office of the Inspector General | * |
| Cook County Adult Probation employees | Cook County Adult Probation Department | |
| Department identification - loss, theft, or recovery of star, shield, badge or Department identification card | Property Files Unit - Records Division | 162 |
| | First Deputy Superintendent | 140 |
| | Personnel Division | 123 |
| Department property - theft, loss, recovery, and/or damage to Department property | Equipment and Supply Inventory Control - General Support | 172 |
| Diplomatic Officer or Consular Post member's arrest (or arrest of such member's family or personal staff) | Office of the Superintendent of Police | 111 |
| Elevator and amusement ride accidents | Elevator Inspection Bureau, Department of Buildings | * |
| Fire/explosion related deaths or injuries, chemical "McGuyver" devices | Bomb and Arson Section, Case Management Office - Detective Division | 603 |
| Firearms - any incident which involves the loss, theft, seizure and/or recovery of a firearm | Detective Division - Administrative Section | 601 |
| | Records Inquiry Section, Records Division | 163 |
| | Gun Registration Section | 159 |
| Firearms - any incident involving a firearm | Crime Analysis Unit - Detective Division | 601 |
| Gang activity | Organized Crime Division - Administration | 188 |
| Hate crimes/human rights incidents | Preventive Programs and Neighborhood Relations Division - Civil Rights Section | 132 |
| Hospitalization Case Reports (CPD-11.406) involving suicide in a Department facility | Crime Analysis Unit - Detective Division | 601 |

| Incident Involving: | Copy To | |
|--|---|--------|
| | Unit Name | Unit # |
| Hostage/barricaded/terrorists incidents | First Deputy Superintendent | 140 |
| Law violations - any City licensed premises or licensee arrested or implicated (including taverns) and reported on other than a Vice Case Report (CPD-11.414) | License and Analysis Unit - Vice Control Section - Organized Crime Division | 192 |
| Law violations or licensee arrested - cases involving public vehicles (taxicabs, livery vehicle, bike messengers, charter buses, private ambulances, horse carriages, valet parking, etc.) licensed by the Department of Consumer Services or when the driver is a victim | Department of Consumer Services | * |
| | License and Analysis Unit - Vice Control Section - Organized Crime | 192 |
| Narcotics arrests not reported on a Vice Case Report | Organized Crime Division - Administration | 188 |
| Parking Meters - theft, recovery, or damage to parking meters or related arrest activity | Bureau of Parking, Department of Revenue | * |
| Serial numbers - any incident in which a serial number, other than vehicles, vessels, and/or aircraft is provided (i.e., bicycles) | Detective Division - Administrative Section | 601 |
| | Records Inquiry Section, Records Division | 163 |
| Strikes, labor-management incidents and union controversies | Labor Relations Section - Patrol Division | 142 |
| "Supercart" refuse containers - lost, found, damaged, or recovered | Bureau of Sanitation, Department of Streets and Sanitation | * |
| United States Mail - all incidents involving the U.S. Mail, postal employees, property or vehicles. All incidents involving the theft, forgery, cashing of checks, counterfeit documents, or credit cards. Any fraudulently ordered merchandise, identity take-overs, and other frauds involving any delivery service, including the mail, UPS, FedEx, etc. (In-custody offender requires immediate notification.) | United States Postal Inspectors | |
| Vehicles, vessels, and aircraft - theft or recovery of a motor vehicle, vessel, and/or aircraft [not reported on a Vehicle Theft Case Report, (CPD-11.412), or Recovered Vehicle Supplementary Report (CPD-11.409)] | Auto Reporting Desk - Records Division | 165 |
| Vehicles, vessels, and aircraft - unbounding of, or additional information on a report in which a vehicle, vessel, and/or aircraft was stolen or wanted in connection with a crime or provides additional or corrected information | Auto Reporting Desk - Records Division | 165 |
| Weapons discharge incidents involving sworn personnel | Education and Training Division | 124 |

*Non-law enforcement agency: See Addendum 6, Item IV of Department Special Order entitled "Distribution of Extra Copies of Case and Supplemental Reports" for special instructions.

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| Narrative Checklist For FCR Burglary Scenario |
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- ☐ Event Number on first line.
- ☐ Printed in all capital letters.
- ☐ Uses complete sentences.
- ☐ Uses correct spelling.
- ☐ Uses past tense.
- ☐ Begins with "R.O. responded to..."
- ☐ Follows with "R.O. was met by FUDD who related..."
- ☐ Explains why burglar alarm was not functioning.
- ☐ Includes what he/she saw in the office, showroom and garage.
- ☐ Includes interview of, and information for, Jose J. Cuerva.
- ☐ Includes statements made by Mary Gould.
- ☐ Includes description of 2nd car stolen, with VIN number and complete description.
- ☐ Includes notifications made with complete information
- ☐ Includes sector sergeant being on scene.
- ☐ Includes evidence technician being on scene.

Write ways that this narrative can be improved (Be concise): _____

I reviewed the narrative written by P.P.O. _____ of Group _____.

Signature: _____ Printed Name: _____

Event #654321 R/O responded to burglary reported at above location. Upon arrival R/O met with complainant Fudd who is the owner of the dealership. Fudd stated he closed the dealership at 2000 hrs. as usual, finished some paperwork and left at about 2030 hrs. He stated he left the emergency lights, security lights and outdoor sign lit. Fudd went home and at approx. 2200 hrs. received a phone call from the attendant (Witness Gould) at the BP gas station next to the dealership telling him two women broke into the dealership. Fudd returned to the dealership at approx. 2215 hrs. and discovered the two overhead garage doors open along with the window of the side door broken and open. He saw a brick on the floor inside the side door. He went to the showroom office and saw the open safe. Fudd stated the safe was unlocked, and had around \$200.00 USC in it, but it was now missing. Fudd also stated that the burglar alarm had not been working for four days due to the previous storms. R/O and Fudd toured the building. R/O saw the broken side door window and door, broken glass and a brick on the interior side of the door, and observed the open garage doors. R/O observed that the dealership faces south toward Jackson, with the BP gas station next door on the east. The dealership garage is located on the east side of the showroom and sits back about 25 ft. Fudd provided R/O with dealership paperwork for each of the stolen vehicles, stating that the keys were on the seat of each vehicle.

R/O went to the BP gas station and interviewed witness Gould who stated that she was stocking shelves on the west side of the station and observed through the window located there the 2 offenders described above. She stated she saw offender 1 throw a brick through the side door window and saw offender 2 reach through the broken window and open the door. After a few minutes, she saw the garage doors open and a red and a blue car were driven out each with one of the women at the wheel. R/O sent a flash message via OEMC for the vehicles and offenders. Gould stated she has Fudd's home phone number and called him to let him know what happened. Also working at the BP station was one Cuerva, Jose (M/H/20 Y.O.A., 3001 S. Halsted, no phone) who stated he didn't start work until 22:30 hrs.

R/O made notifications as listed below and requested a sector sergeant and E.T. to the scene via OEMC. Sgt. Sandy Beach #8910 arrived on scene at 2310 hrs. E.T. Lorna Dune #987654 arrived at 2345 hrs.

Notifications: A/6/RBT, Det. Al Dante #4567
E.T. North, E.T. Yahnki Dudel #456789

Add'l. Property Taken: 2009 Red Ford Taurus, 4-door, VIN 2FGZA525824AC10448

Automated Incident Reporting Application (AIRA)

Access Database

- Enter the URL: <http://airatrain.chicagopolice.local> in the address line.
- Upon reaching the Application Login page, ensure that the top of screen reads, “This is a test environment. Using this will not create legal reports.” in red lettering.

AIRA Application LOGIN & Procedure

- **RECRUITS**: Students will be assigned a login ID and password that will be used throughout the duration of their training.
 - Use Beat 1212 as beat of assignment
 - Use Event #12345
 - Use Star #8442 or #6303

NOTE: recruits will be assigned a login ID, AO # 1- 100 (these are the letters A and O, as in Arresting Officer). This same number will double as their password for application login.

NOTE: Recruits must enter the TASK LIST on the AIRA menu screen to retrieve any rejected or approved reports.

- **INSTRUCTORS**: All instructors will be assigned a specific login ID and password that can be used to access and review submitted case reports created by recruits.

NOTE: instructors will be assigned a login ID, DS # 1- 50 (these are the letters D and S, as in Desk Sergeant). This same number will double as the password as well.


NOTE: Instructors should follow these instructions when reviewing and/or rejecting reports:

- Select **TASK LIST** from AIRA menu screen.
- LOGIN using assigned ID/Password and enter appropriate district information in the UNIT field (e.g. enter 001 for UNIT if homeroom 09-01A has been assigned 001 Dist as their assigned “homeroom” district)
- Select report for review
- If **rejecting** the report, enter reason(s) in the field titled, “Supervisor Comments for Report” and click on the **REJECT** icon
- If **approving** the report, simply click on the **APPROVE** icon
- In either case, the instructor must re-enter their ID/Password to confirm the action

AIRA Quick Guide

For Police Officers and Supervisors



| Function | Steps |
|-----------------------------|---|
| Create New AIRA Case Report | <ol style="list-style-type: none"> 1. Click the "Create Report"  button from the AIRA main menu. Remember: All black fields are mandatory! 2. Offense/Incident Menu: <ul style="list-style-type: none"> • Use drop-down arrow to select primary classification • Use drop-down arrow to select secondary classification • Remember: In AIRA you can add multiple classifications if applicable • Click the "Add" button to add additional classifications or click the "Accept" button to proceed to the next section 3. Date and Time of Occurrence <ul style="list-style-type: none"> • Enter date of occurrence and date R/O arrived • Remember: The "Enter Range" button is used to enter a time range if exact time of occurrence is unknown. 4. Address of Occurrence <ul style="list-style-type: none"> • Enter address of occurrence 5. Automatic Issuance of RD <ul style="list-style-type: none"> • Select Yes if you already have an RD • Select Yes or No to indicate whether you are on an event# 6. List of Persons Involved in The Incident <ul style="list-style-type: none"> • Select "Non-Offenders" button and fill in as much information as you have • Select "Offenders" and fill in all the information you have |

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| Enter Arrest Report | <p>7. Arrest Prompt</p> <ul style="list-style-type: none"> • Select the "Yes" button if you want to enter the arrest report information in AIRA <p>8. Arrest Information</p> <ul style="list-style-type: none"> • Enter arrest information as if you were doing an automated arrest. • Note: Remember to add warrant information in the "Add Charge/Warrant" page <p>9. Arrest Attest</p> <ul style="list-style-type: none"> • Check the white box for the arrestee for which you want to generate a tracking number • Click the "Add" button to add information for another arrestee • Click the "Save Arrest" to generate a tracking number for the arrestee that was check marked. <ol style="list-style-type: none"> 1. You will have to finish and submit the Arrest Report by logging into the Automated Arrest application. • Click the "Accept" button if you want to continue the AIRA report without submitting the report <ol style="list-style-type: none"> 2. A tracking number will not be generated and an arrest report will not be submitted <p>10. Crime Pattern Development</p> <ul style="list-style-type: none"> • Click "Add" to enter the movement of the victim or offender for the purposes of developing crime patterns/M.O. <p>11. Relationship between VIC. and OFF.</p> <ul style="list-style-type: none"> • All relationships must be entered. • Remember: If you have multiple victims or multiple offenders a relationship must be enter between each victim and each offender <p>12. Gang Motivation</p> <ul style="list-style-type: none"> • Enter only if applicable <p>13. Medical Incidents.</p> <ul style="list-style-type: none"> • Remember: If you already entered medical incidents in the "arrest portion" of AIRA you do |
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| <p>Finishing your AIRA case report</p> | <p>not have to re-enter them again. They will be imported automatically and they will show up in this section</p> <p>14. Domestic Incident</p> <ul style="list-style-type: none"> • Enter all relevant information <p>15. Officers on Scene</p> <ul style="list-style-type: none"> • Enter officers on scene such as a supervisor that you want on your case report • If you do not have all the information, you can enter as little as the beat <p>16. Notifications</p> <ul style="list-style-type: none"> • Click Add or Edit to enter notifications on the case report • Click the "Edit" button to enter the specifics on the notification (i.e. time notified) <p>17. Narrative</p> <ul style="list-style-type: none"> • Enter case report narrative • Remember: You can use the buttons provided to enter the victim, offender, witness, or complainant's name into the narrative <p>18. Final Questions</p> <ul style="list-style-type: none"> • Answer the final questions that apply <p>19. Review Report</p> <ul style="list-style-type: none"> • Click on any section of the report to go back to that section to make any corrections • Remember: Clicking the "Submit" button will send the report to supervisors in your district |
| <p>Recovering a Lost Report</p> | <p>A report becomes Lost when there is some problem that prevents the report from successfully saving. There is Recover Reports button on the Main Menu page to recover these reports</p> <p>1. Recover Reports</p> <ul style="list-style-type: none"> • Click the Recover Reports button. • Enter either your PC # or the RD #. • A list will appear that will allow you to Select |

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| | <p>the report that was lost.</p> <ul style="list-style-type: none"> • If you do not see the report there, ensure you entered the PC# or RD# correctly by trying again. Occasionally, if the report was initially entered with an incorrect number, it may help to try the other one. For example, sometimes officers have entered PCO (the letter "O") instead of zero. This will cause the report to not save. • Click Select to get the report back • If you originally entered the report on a desktop computer, you can use any desktop computer to recover a report. However, if you originally entered the report on a PDT, you must get to the PDT on which you originally entered the report to recover it. It is stored on only that PDT. |
| Cancelling an RD number | <p>An RD number will have to be cancelled in the event that two RD numbers were pulled. For example, if your partner pulled an RD form the radio and you pulled one in AIRA. Either RD # can be cancelled.</p> <ol style="list-style-type: none"> 1. Cancel an RD number <ul style="list-style-type: none"> • To Cancel the RD # not generated through AIRA you will create a new report, using Cancellation as the primary Classification, and manually enter the RD #. • Once you are past the page where you enter the RD #, click "Edit" on the right side of the screen. • Click to Edit the Narrative and provide a brief description of why the RD # is being cancelled. • Once you have entered the Narrative, click Accept Edit. • You can now submit the report. • To Cancel the RD # already in the report, click the "Edit" button to go to the Case Summary screen • Click the "Edit" button on the CRIMES section at the top of the report • Delete all classifications • Add a primary classification of "Cancellation" • Click the "Accept" edit button • Then modify the narrative to briefly explain why the report is being cancelled. |

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| | <ul style="list-style-type: none">• Submit the report for approval by a supervisor |
| Supervisor Functions | <ol style="list-style-type: none">1. Review a Report<ul style="list-style-type: none">• Log into you Task List• Click the "Select" button to the left of the report that you want to review• Remember: You only need to review the reports of officers on you log. All submitted reports for a unit will show up in a supervisor's Task List2. Reject or Approve Report<ul style="list-style-type: none">• If the report needs to be rejected, enter comments regarding discrepancies under the section that needs corrections• Click the "Reject" button on the bottom of the screen to return the report to the officer• Click the "Approve" button to Approve the report• Remember: You should use the "Clear Comments" button to clear any comments you made during a rejection before you approve the report |

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| Admin Interface Functions | <ol style="list-style-type: none">1. View Reports<ul style="list-style-type: none">• Log into Admin Interface using your PC# and Password• Place you pointer over "Report" then "All Reports" then "By Unit" and enter the desired unit number• Or, you can move the pointer over "Report", then "By RD Number", type the RD number, and click Submit• Click on the RD# of the report that you want to view2. Change RD#<ul style="list-style-type: none">• Click inside the RD# box and change it to the correct RD• Click the "Update" button3. Reassign Report<ul style="list-style-type: none">• Place you pointer inside the "PC#2" box and enter the pc # of the new officer• Click the "Update" button• You can over-write a user id if both boxes contain PC#'s4. Undo Rejection<ul style="list-style-type: none">• Check the "Cancel Rejection?" box• Click the "Update" button5. Undo Checkout<ul style="list-style-type: none">• Check mark the "Undo Checkout?" box• Click the "Update" button |
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| FAQ | Frequently Asked Questions |
|--------------------|---|
| | <p>Q: Must I enter the classifications using the hierarchy rule?</p> <p>A: No. the system will take care of putting them in order. Remember that all classifications will be reported.</p> <p>Q: What do I do if my partner pulled an RD number over the air and I pulled one from AIRA?</p> <p>A: You must Cancel on of the RD numbers. You can decide which makes the most sense.</p> <p>Q: Where does my report go after I submit it</p> <p>A: The report will go to any supervisor logged into AIRA in your district</p> <p>Q: What status will my report be once I submit it?</p> <p>A: Your report will be in "Completed" status until a supervisor either Approves or Rejects the report.</p> <p>Q: How do I know if my report was rejected?</p> <p>A: Your supervisor should inform you that you have a rejected report however it is the officer's responsibility to check his/her Task List on a regular basis</p> <p>Q: What happens if an officer starts a report then has to leave and is therefore unable to finish the report?</p> <p>A: A supervisor can reassign the report using the Admin Interface.</p> |
| What is Edit Mode? | <p>If you use the "Edit" button on the right side of the screen you will enter Edit Mode. After making changes to the report and clicking the "Accept Edit" button, you will be back in the review page. To continue the report if you were not finished with the report, simply scroll to the bottom of the screen and click the "Continue Report" button to return to the page you were on.</p> |

AIRA

FREQUENTLY ASKED QUESTIONS

These are common misconceptions about using AIRA. Understanding these should make using AIRA even easier. If you have any additional suggestions or questions, feel free to contact AIRA@ChicagoPolice.org

How Do I Print a Report?

Only approved reports can be printed. There is no option to print while working on a report in AIRA. This was done intentionally. To print a report, log into CHRIS. Use your PC number and CLEAR/CHRIS password and type CHRISC for the Database. Click Case on the left side of the screen. Just above the Exit button in the middle on the bottom, click the button that says Print Approved Original Report. Enter the RD number and click OK. A PDF version of the report should appear. You can print it or save it.

There is a good reason why you are not able to print from AIRA. One problem that would occur when incomplete versions of a report was copied and faxed is that sometimes those copies made their way into the court documents. And sometimes, these incomplete versions of the report differed from the one that was ultimately approved. Therefore, there were then two different versions of the original case report in the court record. Cases have been lost because slick defense attorney's focused on these inconsistencies while questioning the officer on the stand. Therefore, this needed to be prevented.

How Do I get a Checked Out Report?

Checked out means that someone is either working on the report right now or someone did not properly exit the report by saving and exiting, submitting it, or approving or rejecting the report if a sergeant. When you or a supervisor brings up a report, it is checked out to you. Think of it as a library book. While you have it, no one else can. If the browser window is closed or the page refreshed when the report is checked out to you, the report will stay Checked Out because the server thinks you are still working on the report. It does not know that you are no longer looking at it. One of the reasons we did this was because we had to have a way to prevent two different versions of a report. For example, if both you and your partner submit a report, then both of you can retrieve the report. If both of you do that at the same time, one version would over write the other causing some information to be lost.

To finally answer the question, any supervisor can undo a check out using the Admin Interface. Once they navigate to the report, they can check a box that says undo Check Out, then click Update. The Help Desk should also be able to do this.

How Do I Fix a Geo Code Error?

HOW DO I...

[PRINT A REPORT](#)

[GET A CHECKED OUT REPORT](#)

[FIX A GEO CODE ERROR](#)

[GET MY REPORTS](#)

[APPROVE REPORTS AS PO
ACTING AS DESK SGT](#)

[CREATE A VEHICLE
RECOVERY REPORT](#)

[ENTER AN ADDRESS](#)

[ENTER CLOTHING
DESCRIPTIONS](#)

[ENTER CERTAIN REPORTS](#)

[SUBMIT REPORTS](#)

[CORRECT AN RD NUMBER](#)

[FIND A REPORT TO PRINT](#)

[GET THE PDT MOUNTS TO
SWIVEL](#)

[HANDLE BUSINESS LICENSE
CHECKS](#)

[PRONOUNCE AIRA](#)

Geo Coding is a term used to describe the code for a Geographical Location. There are only two addresses that ever need to be exact addresses that "geo code". They are the Address of Occurrence and the Address of Arrest. The Address of Occurrence is checked when you Submit your report for approval. The Address of Arrest is checked as you leave that page or click "Get Beat".

Most of the time, when an address does not geo code, it is because the street type is incorrect, for example, Ave instead of St. There are some streets in Chicago that do not make this easy! One way to check is to use maps.google.com and enter the address there. It will usually correct an address it can figure out or it will just find the street. You can also see on the map if the street exists there. If you are still unable to determine the correct address, call the Help Desk.

How do I get my reports?

Once a report created in AIRA is passed the RD number screen, it is not lost. Using your Task List or the Recover Reports button can almost always retrieve it. The TASK LIST will display all reports you have Saved, Submitted or have been Rejected. The RECOVER REPORTS button will display reports that have not yet been saved.

How do I Approve Reports as PO Acting as Desk Sgt?

The simple answer is that you cannot, as a PO acting as Sgt, approve a case report. When AIRA was designed, Patrol Division set the rule that for case reports, it must always be a Sgt or above approving the case report.

How do I create a Vehicle Recovery Report?

You can create any Original report in AIRA. A Vehicle Theft, Foreign Recovery, and Theft and Recovery are Original reports. A Vehicle Recovery (local recovery) is a Supplemental report to the original. AIRA cannot do Vehicle Recoveries. They still need to be done on paper.

How do I enter a good Address?

The auto fill feature for the address street name is a feature designed to make it easy to enter addresses. Unfortunately, because Chicago chose to use numerous types of streets, it is crucially important that you select the correct one for where the incident took place. For example, Pl. is different than St., Blvd., Ave., etc. When you are typing in a street name, once you get to the correct name of the street, you can use the up and down arrows to select the correct street type.

How do I enter Clothing Description?

When entering a clothing description of a person, one item of

each type (hat, top, bottom, etc) can be added all at once. Simply select one, enter the description, select another and add the description for that one. Then click the "ADD ALL" button that is directly under the "SHOES" button. So you can add all five at one time, which will save you time. However, if you do NOT click "ADD ALL", the descriptions you entered will be lost.

How do I enter certain reports?

A question that usually comes up shortly after completing the online training is how to enter Lost or Found case reports, Motor Vehicle Thefts, or Missing Persons. You can enter all case or incident reports in AIRA EXCEPT Missing or Found Persons, Motor Vehicle RECOVERY, and Supplementary Reports. Lost and Found can be found by selecting the Primary Classification of Non-Criminal. Motor Vehicle Theft reports should be easy enough to find. The important thing to remember is that you can enter a report if you are creating a new RD Number. Therefore, you can do a Motor Vehicle Theft Report, a Theft and Recovery Report, or a Foreign Recovery, just not a local recovery that was previously reported stolen. If you can find the exact Primary and Secondary classification you are looking for, you can enter the report in AIRA.

How do I Submit Reports?

If there are two officers assigned to the report, both officers should enter their PC #'s and passwords to submit the report for approval. This is important because if only one submits the report and that person goes on furlough or RDO's, and then that report is rejected, the other officer will not be able to correct it and re-submit it.

How do I correct an RD Number?

If you manually enter the RD number and it turns out to be incorrect, you do NOT need to re-enter the report. Any supervisor or review officer has the ability to change an RD number in AIRA. If no supervisor or review officer is available, you can call the Help Desk to have the RD Number corrected. If it is important that it be changed immediately, be sure to let the Help Desk know, other wise it will be corrected the next business day.

How do I find a report to print?

Once a report is in CHRIS, it does not appear in your Task List or that of a supervisor. Therefore, if you do not know the RD Number, you need to find it. There are a few ways to this. If the report was approved today, it will not be in the Data Warehouse. Using AIRA, click on Admin Interface. After logging in, hover over System, then click Reports. In a few seconds, this will display some large tables. If you scroll down to the third table, the one that says Incident Report by 24 Hours Increment by Unit, you can click on the number next to your unit for Today. The list that appears is all of the reports entered or modified today. The original table goes back 6 days. So, it can

be used for any report created or modified in the last 6 days.

Another option is using PCAD or asking the dispatcher. The other option is to use the Data Warehouse. You can use the search by incident to find the report number. To print the report, see the question How do I Print a Report.

How do I get the PDT Mounts to swivel?

We are often asked why the mounts in the squad cars do not swivel to make it easier to enter reports. The answer is officer safety. There are two problems with a PDT that swivels. One is that when the PDT is swiveled, the screen will be in the way of the passenger side air bag deployment. This may cause the air bag to not do what it is designed to do, save the passengers life. The other reason is that the air bag deploys very fast and powerfully. The possibility exists that the air bag may break the screen off the PDT, thus creating a projectile that will smash into the driver and other passengers.

How do I handle Business License Checks?

Business License checks are annoying. We know this. Unfortunately, Department GO's require us to do them and to ensure that the Lt. signs off on them. When an incident involves a licensed business and that information is entered into AIRA, AIRA will require that a Sgt. and a Lt. both sign off on the report before it is sent to CHRIS.

How do I pronounce AIRA?

I'm glad you asked! It should be pronounced like saying "air" followed by the "a" which should be pronounced like the "a" in tuba. So, the "AIR" part is just like other words with that combination of letters, for example, pair or fair. The last "a" is pronounced just like a lot of other words that end with an "a", for example, data or gala.

[Back to Top](#)

Burglary Scenario Handout-Part Three

“Two women broke into a new car dealership after closing. They took the cash from the dealership’s office safe and two new automobiles from the garage.”

YOUR EXCELLENT POLICE WORK CONTINUES...

You are working Beat 2626 on the 3rd watch, today’s date. At 1830 hrs. you notice a dark blue Taurus with neither license plates nor a temporary plate parked at 1242 S. Ashland, which is on your beat. You decide to take a closer look at this vehicle, remembering the theft from Fudd Ford several weeks ago.

You retrieve the VIN (2FGZA525824AC10336) from the windshield and run it on your PDT. It comes back as stolen from Fudd Ford on the date you made the Burglary report. From the info on the PDT you obtain the RD# for the Burglary as HR-123456. Also, you see that the complainant, Elmer D. Fudd, signed a Victim-Complainant Signature Form indicating he wanted the police department to tow and store the vehicle if recovered.

Following G07-03-01 *Vehicle Towing Operations*, you ask dispatch to notify the Area 7 R/B/T unit of the recovery and ask dispatch to tell the detectives of Fudd’s desire to tow and store the vehicle. This notification was done at approx. 1845 hrs. You do not enter, touch or move the vehicle, just as the order requires. You look through the windows at the interior of the car and see no items in the car other than the keys in the front seat.

At about 1850 hrs. Det. Dick Tracy from Area 6 R/B/T contacts you and tells you to call for Evidence Technicians to go over the car for prints and inventory evidence. Tracy said once the E.T. was finished, have the car towed to Pound 2 (10300 S. Doty Ave.) per Fudd’s request, without a Hold for Investigation.

You ask dispatch to notify E.T. North and request an Evidence Technician to the scene. At about 1930 hrs., E.T. Pat Downs arrived. E.T. Downs dusted the car for latent prints. There was no evidence in the car to inventory.

Now you prepare a Recovered Vehicle Supplementary Report as directed in the General Instructions for Recovered Vehicle Supplementary Report (CPD-63-459).

While Downs does his duty, you also prepare a Vehicle Tow Report in accordance with G07-03-01 *Vehicle Towing Operations* and as instructed in the General Instructions for Vehicle Tow Report (CPD-63.463), noting in the narrative the circumstances justifying the request for a vehicle tow and attaching/signing the Vehicle Tow Report Attestation Sticker.

At 2000 hrs. you notify dispatch that a tow is needed, providing all required information. The dispatcher provides you with the Streets and Sanitation towing number of 1234567

and event #987654. *(Note: The company "Environmental Auto Removal [E.A.R.]" of Markham, IL contracts with the city to tow vehicles.)*

At 2030 hrs. you secure the stolen car and then report to the 26th District station to put the Vehicle Tow Report in the wire basket at the District Desk. You take the car keys with you *(per G.O. 98-08-01D)* and call Mr. Fudd at his home, instructing him to come to the 26th District to retrieve the keys and sign the Recovered Vehicle Supplementary Report.

You notify dispatch that you are clear from the recovery and available for assignment, finishing at 2045.

RECOVERED VEHICLE SUPPLEMENTARY REPORT, CPD-11409

GENERAL INSTRUCTIONS

PURPOSE OF THE REPORT

The Recovered Vehicle Supplementary Report is used to record the circumstances surrounding the recovery of a vehicle which has previously been reported stolen in Chicago.

WHEN TO PREPARE A RECOVERED VEHICLE SUPPLEMENTARY REPORT

The Recovered Vehicle Supplementary Report will be prepared when a vehicle is recovered which was previously reported as stolen in Chicago. This report must be prepared regardless of how the vehicle was stolen (i.e., theft, robbery, burglary or deceptive practice). The recovery of a motor vehicle stolen outside of Chicago requires the preparation of a Vehicle Theft Case Report. (See Vehicle Theft Case Report Instructions.) The recovery of a vehicle other than a motor vehicle (i.e., trailers, snowmobiles, golf carts, motor driven farm or construction equipment, etc.) reported stolen outside of Chicago but recovered in Chicago requires the preparation of a General Offense Case Report. (See Field Reporting Manual General Reporting Instructions.)

FORM PREPARATION

1. Enter offense in which the vehicle was taken.
2. Enter the correct beat of recovery using the current beat map.
3. Enter the date and time of vehicle recovery.
4. Enter the beat or unit assigned to the investigation.
5. Enter the R.D. number assigned to the original case report. Also record the R.D. number in the space provided on the reverse side of the report ONLY if the Narrative is continued on the reverse.
6. Enter street number, direction and street name.
7. Check one square only. If location is not provided in box 7, check the Other square, describe, and enter the appropriate code number for the specific type of location (location/premise codes are printed on the reverse side of the report).
8. Print last name of registered owner first, the first name and middle initial if any. If registered owner is a business, use the firm name. Check appropriate square to indicate whether or not name was corrected.
Enter address of registered owner, including Zip Code. If a business, enter the company address. Be specific with address, include apartment number if applicable.
Enter the owner's home and business telephone numbers.
9. V.I.N. obtained from vehicle. If unavailable explain in Narrative.
NOTE: On motorcycles, note the identification number present on the frame—do not enter the engine number. Legibility of alpha and numeric digits of the V.I.N. is very important. Start in the first space on the left, enter one character per space.
10. State License Number: Enter the alpha/numeric license number and the abbreviated name of the issuing state only if same as when stolen. If different explain in Narrative. When known, include the month and year of the license expiration.
11. Check one square only.
12. Be specific (i.e., '80 Olds Cutlass, 2 door, black/red).
13. Enter the alpha/numeric city license number and the name of the issuing city. Include the year of license expiration.
14. Check one or more if applicable.
15. Self-explanatory.
16. Check appropriate square(s).
NOTE: No Results square should be checked if, at the time the theft was reported, vehicle owner was not given the option of Tow or Notification at recovery.
17. Enter date and time of notification or check square if appropriate.
18. Enter pound number if applicable and Motor Vehicle Inventory Report (CPD-34.303) number when known. Enter "D.N.A." or "None" if applicable.
19. List all Property Inventory (CPD-34.523) numbers for personal property in the vehicle which is seized, recovered, found, or otherwise taken into custody and inventoried.
20. Check appropriate square(s). Enter date Hot File cleared.
21. Check one square only.
22. Space is provided in the section for a total of two offenders/arrestees. If more space is required, identify as offender or arrestee and use Narrative.
Enter alleged offender's name and/or alias. Enter home address (if known). Enter sex, race code number, age and physical description of offender/arrestee. As a MINIMUM REQUIREMENT, if offender(s) is named, the sex of the offender(s) must be entered (race code numbers are printed on the bottom margin of the report).
Enter C.B., Y.D., or J.D.A. number if an offender is arrested.
23. Enter total number of persons arrested.
24. - 26. Self-explanatory.
80. Narrative: Give concise statement of the facts of the case. Do not unnecessarily repeat information already contained in any of the numbered boxes. If the address/location of recovery is different from the address where the report is being made, so indicate in the Narrative.
Obtain signature of person receiving vehicle. Verify identity through drivers license. Vehicle may be returned to owner or victim as outlined in Department directives.
Mark the square to the right, if the Narrative is continued on the reverse side.
90. When required, enter the name of the person making the notification, the number of the unit and the name of the person notified. Enter date and time of notification. Indicate presence of personnel at scene by marking Arrived square. If more space is required, use Narrative.

- 91. Enter printed name of officer completing the report, star number and signature in the box to the right.
- 92. Indicate the number and recipient of extra copies required of this report. For normal distribution, check Normal square.
- 93. Enter printed name, star number and signature of a second officer if applicable.
- 94. Enter date and time investigation was completed.

- 95. Approving supervisor enters his printed name, star number and signature when he approves the report. If Narrative is continued on the reverse side, approving supervisor's signature and date are also required on the reverse. Enter date and time the report is approved.

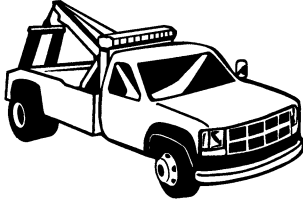
Preliminary investigators should make no entry in the area of the report headed "FOR DETECTIVE DIVISION USE ONLY."

UPDATE: R & D

An information resource issued by the
Research and Development Division



Changes in Vehicle Towing Procedures

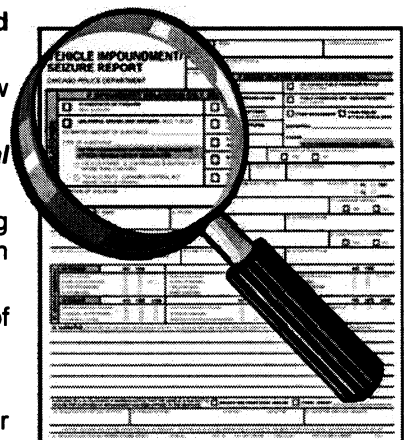


The Department has recently revised the procedures and forms in conjunction with the towing, impoundment, and seizure of vehicles. Some of the new procedures are listed below. However, this list should be used only as a quick reference as it is not all inclusive. Department members should refer to the newly published vehicle towing directives (G07-03 and S07-03) on the Department Directives System (<http://directives.chicagopolice.org>) for the complete current procedures.

FORM-SPECIFIC PROCEDURES:

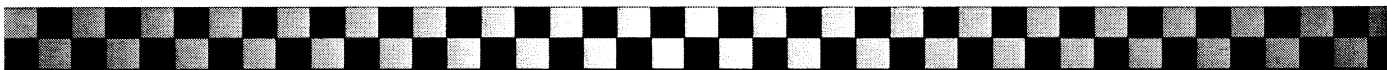
- **The Vehicle Tow Report (CPD-11.413) has been revised (one-sided, 3-part carbonless form)**
 - This report will be completed only for immediate tows – selecting only one violation.
 - The "Vehicle Inventory" section has been reduced.
 - The "Narrative" section is now required and on the front side of the report.
 - Reporting members will attest to facts contained within the report without an additional sticker.
 - Supervisor approval is required (Watch Commander for "Holds" & "Other Violations").
 - The "Respondent" will now receive a copy of the report (receipt) for the towed vehicle.

- **The Vehicle Impoundment/Seizure Report (CPD-34.347) has been revised (one-sided, 4-part carbonless form)**
 - The report mirrors the format and information required on the Vehicle Tow Report, with impound/seizure specific violations and information fields.
 - This report will be completed for impoundments and seizures. ***An additional Vehicle Tow Report is no longer required.***
 - If an impoundment, mark all the violations that are applicable (e.g., Driving while intoxicated and driving with a revoked/suspended license). When indicating a vehicle is subject to seizure, select only the one seizure violation.
 - The location of the violation, including whether or not it occurred within 500 ft of a school or park, is documented.
 - The location of the placement of the Seizure Notice sticker is documented.
 - Supervisor approval is required (Watch Commander for all seizures and "Other Impoundments").



OTHER PROCEDURAL CHANGES:

- The Department of Streets and Sanitation policy has changed from "once a vehicle is hooked" to "once a vehicle is moved from the original location from where it was parked," the tow will be completed.
- Vehicles will not be towed until a report has been approved by a supervisor and deposited in the district "Tow" basket.
- Vehicle keys will only be attached to reports for vehicles that are being towed to Pound 1(South) ("Hold – Confidential VIN Check," "Hold for Investigation," and "Seizures") and only the keys associated with the operation and security of the vehicle (ignition, door, alarm/security fob) will be attached using a sealed Small Evidence Envelope (CPD-33.101).
- When a vehicle is being towed, impounded, or seized and is associated with an arrest, the vehicle disposition (towed, impounded, seized, DNA) must be indicated in the Automated Arrest application with the associated vehicle descriptors (year, make, model, plate, VIN).
- The appropriate violation for vehicles containing any amount unlawful drugs (including all felony narcotics charges) is impoundment for MCC 7-24-225. Department members must ensure the charges placed or the amount and type of substance recovered qualifies the vehicle for seizure, in addition to the impoundment, before indicating a seizure.



Completing Vehicle Impoundments and Common Errors



Department members are reminded that the successful prosecution of vehicle impoundment and seizure cases starts with the completion of an accurate Vehicle Impoundment/Seizure form. Below is a list of some tips to enhance the prosecution of impoundment cases.

- **Vehicle Impoundment/Seizure Report**

- **Completing all of the boxes on the form is required for successful prosecution.** Some commonly missed sections include the date and time of impoundment; estimated amount and type of substance (for unlawful drugs); arrestee, owner, and vehicle information; issuing member's signature and star number; and the signature, of the appropriate supervisor, ensuring the report is complete and indicating approval of the impoundment.
- The narrative section needs to describe, with specificity, the circumstances which justify the impoundment or seizure. The hearing officer or prosecuting attorney must be able to understand the action that constituted the offense since the originating member may not be present during the hearing.

- **Impoundment Violations**

- Department members are reminded that a vehicle operated by a person who's driver's license is revoked or suspended is subject to impoundment and requires the completion of a Vehicle Impoundment/Seizure Report.
- Special reporting procedures exist for the impoundment of a vehicle for a False, Stolen, or Altered Temporary Registration Permits (TRP). A case report must be completed and the TRP must be inventoried, if accessible, or an ET requested to process the vehicle.
- Impoundments for Fleeing and Eluding **must be processed through the Auto Pounds Section.** The pursuing Department member will complete a "Request for Impound Vehicle by Police (CPD-34.342) when discontinuing a pursuit and **will not submit a Vehicle Impoundment/Seizure Report.**

- **Vehicle Document Files**

- A complete Vehicle Document File is crucial to prosecuting impoundment cases. The "Investigating Unit" copy of the Vehicle Impoundment/Seizure Report and all pertinent reports (e.g., case, arrest, inventory reports; DUI documents) and citations will be included in the Vehicle Document File.
- At the time of impoundment:
 - The Vehicle Impoundment/Seizure Report is faxed to the Department of Administrative Hearings.
 - A copy of the complete file is sent to the **Department of Streets and Sanitation – Traffic Services** (to the Department of Business Affairs and Consumer Protection for Public Passenger impoundments), the Asset Forfeiture Division, and the unit with follow-up investigative responsibility (seizures only) via police mail.



- **Vehicle Inventories**

Department members are reminded to accurately complete the vehicle inventory section of the report, listing visual damage or missing parts. When personal property is discovered in a vehicle subject to tow, impoundment, or seizure, the property must be inventoried and the inventory number included on the report.

| | | | |
|---|------------------------------|-----------------|--------------------------|
| TOW TRUCK OWNED | | OTHER - SPECIFY | |
| UNK | NO | YES | UNK |
| <input type="checkbox"/> | PERSONAL PROPERTY IN VEHICLE | | <input type="checkbox"/> |
| <input type="checkbox"/> | INVENTORY NO. (S) | | <input type="checkbox"/> |
| BY ITEMS IN BOX 27 THAT REQUIRE FURTHER EXPLANATION | | | |

- **Gone on Arrivals**

Be aware that hundreds of vehicles that should have been taken off the street are "Gone on Arrival" (GOA) when the tow truck arrives to tow the vehicle. A large number of these vehicles are taken from Department facility's parking lots. Department members should be cognizant of where vehicles subject to tow and impoundment are located, question unauthorized persons near the subject vehicles or in Department facility's parking lots, and attempt to secure the vehicles until the arrival of a tow truck driver.

- **Seizures**

Correctly identifying a vehicle as a seizure on the Vehicle Impoundment/Seizure Report assists the Asset Forfeiture Division with their investigation and sends the vehicle (with keys) to Pound 1(South). A complete list of seizure violations and procedures are outlined in Department directive S07-03-06 "Seizure and Forfeiture of Vehicles, Vessels, and Aircraft."



For more information, refer to the vehicle towing directives (G07-03 and S07-03) on the Department Directives System (<http://directives.chicagopolice.org>) or call the Research and Development Division at 312-745-6071.

CITY OF CHICAGO / DEPARTMENT OF POLICE

3510 South Michigan Avenue

Chicago, Illinois 60653



FACSIMILE MESSAGE

(AMFN USE ONLY)

AMFN MESSAGE NO.

111444

DATE

03 May 2011

PAGE 1 OF

1

PAGES

MUST BE TYPED

TO: ALL UNITS

FAX NO.

FROM: (INCLUDE TITLE & OFFICE)

Rachel M. Johnston
Director
Research & Development Division

TELEPHONE NO.

745-6071

FAX NO.

745-6932

MESSAGE

Subject: Vehicle Tow Report [CPD-11.413 (Rev. 1/11)]

Department members are informed that the Vehicle Tow Report has been revised to include the imprinted Vehicle Tow Report Attestation at the end of the "Narrative" section on side 2 of the form. The new form eliminates the need of the Vehicle Tow Report Attestation Sticker (CPD-11.413-S).

Units will exhaust their supply of the previous version of the Vehicle Tow Reports [CPD-11.413 (Rev.10/05)] and Vehicle Tow Report Attestation Stickers [CPD-11.413-S (12/09)]. Once the supply of these forms are exhausted, the newly revised Vehicle Tow Report [CPD-11.413 (Rev.1/11)] can be ordered through the Equipment and Supply Section.

Rachel M. Johnston
Director
Research & Development Division

09-221 JB

To be placed in the C.O. book and read at roll call for five (5) consecutive days.

WARNING: This message is intended only for the use of the individual or agency to which it is addressed and may contain information that is confidential and/or exempt from disclosure under applicable law. If you have received this communication in error, please notify us immediately by telephone and destroy the original. Any unauthorized copying or dissemination of this communication is prohibited.

DISTRIBUTION

ALL UNITS

UNIT/WATCH COMMANDER'S APPROVAL SIGNATURE

CPD-11.490 (Rev. 4/08)

Burglary Scenario Handout-Part Four

“Two women broke into a new car dealership after closing. They took the cash from the dealership’s office safe and two new automobiles from the garage.”

YOUR EXCELLENT POLICE WORK CONTINUES...

You are working with a partner (P.O. Neo Anderson, star 16191) on Beat 2626 on the 3rd watch, today’s date. While on alert, aggressive patrol at 2130 hrs. you notice a red Taurus travelling southbound on Ashland Ave. with no license plates or temporary plate. It appears there is only one occupant in the vehicle—the driver. Remembering the Fudd Ford burglary, you follow the vehicle, engage your overhead lights, and pull the car over at approximately 1142 S. Ashland. Upon approaching the car you see the driver who is a female white Hispanic.

Using proper technique, you inform the driver that the reason you stopped her was the lack of valid license plates on the vehicle. You ask to see her driver’s license and proof of insurance. She tells you this is not her car, but her brother’s car and she just borrowed it to get some groceries at the Jewel Food store on Roosevelt. She states she doesn’t have a driver’s license and no insurance since her brother just got the car. She says her name is Maria Ramos, with a birth date of September 18, 1986. She says she lives at 1834 S. Loomis on the second floor with her brother and his girlfriend Amelia Gonzalez. She says her brother’s name is Pasqual Ramos. Ms. Ramos stated she doesn’t have a job, but her brother works at the BP gas station on Jackson.

You run the VIN number on your PDT and it comes back to a vehicle reported stolen previously from Fudd Ford (RD# for the Burglary HR-123456). You ask Ms. Ramos to exit the car and she complies. You inform her that she is being placed under arrest for possession of a stolen vehicle. Using proper technique, you pat down and handcuff Ms. Ramos, and then place her in the back of your squad.

You perform an inventory search of the vehicle in preparation for the tow. You found nothing in the vehicle other than the keys. Just as in your recovery of the blue Taurus taken in the Fudd Ford burglary, you now make the proper notifications and prepare the Tow Report a Recovered Vehicle Supplementary Report

You then transport Ms. Ramos to the 26th District for processing, notifying your dispatch. Dispatch issued Event# 101010.

Since the CLEAR system is not available for an online arrest report, you have to complete a paper arrest report form. At the station, you call Area 6 R/B/T at 2145 hrs. and notify Det. Al Dante (Star 4567) of what you have. He said he didn’t have any detectives to send over yet, but will attempt to get one there as soon as possible.

After advising Ms. Ramos of her Miranda rights, you gather from her the following information:

- She does not have a middle name or initial, but people call her Mimi.
- She is 5'4" tall and weighs 150 lbs. and was born in Texas.
- She has brown eyes and dark brown shoulder length hair.
- She does not have any children.
- She stated her brother works part-time at the BP gas station on Jackson and usually works the day shift.
- Her brother and his girlfriend are in Mexico now.
- She stated there is no land phone at the apartment.
- Her cell phone is 312-666-6666.
- During your questioning of Ms. Ramos, she breaks into tears and admits she knew the car was stolen because her brother's girlfriend Amelia told Ms. Ramos not to drive the car because it was "hot" and the police were looking for it.

After speaking to Ms. Ramos, you call the Cook County State's Attorney Felony Review office at 2220 hrs. for approval of the felony charge of Possession of a Stolen Vehicle against Ms. Ramos. You speak with ASA Noah Tall and after relating the facts of the case, ASA Tall approves felony charges.

You send Ms. Ramos to the lock-up and you sit down to prepare your paperwork: an arrest report, a Felony 101, felony complaint and, in addition to the traffic citations, a Traffic Stop Statistical Study sticker.

(625 ILCS 5/4-103) (from Ch. 95 1/2, par. 4-103)

Sec. 4-103. Offenses relating to motor vehicles and other vehicles
- Felonies.

(a) Except as provided in subsection (a-1), it is a violation of this Chapter for:

(1) A person not entitled to the possession of a vehicle or essential part of a vehicle to receive, possess, conceal, sell, dispose, or transfer it, knowing it to have been stolen or converted; additionally the General Assembly finds that the acquisition and disposition of vehicles and their essential parts are strictly controlled by law and that such acquisitions and dispositions are reflected by documents of title, uniform invoices, rental contracts, leasing agreements and bills of sale. It may be inferred, therefore that a person exercising exclusive unexplained possession over a stolen or converted vehicle or an essential part of a stolen or converted vehicle has knowledge that such vehicle or essential part is stolen or converted, regardless of whether the date on which such vehicle or essential part was stolen is recent or remote;

(2) A person to knowingly remove, alter, deface, destroy, falsify, or forge a manufacturer's identification number of a vehicle or an engine number of a motor vehicle or any essential part thereof having an identification number;

(3) A person to knowingly conceal or misrepresent the identity of a vehicle or any essential part thereof;

(4) A person to buy, receive, possess, sell or dispose of a vehicle, or any essential part thereof, with knowledge that the identification number of the vehicle or any essential part thereof having an identification number has been removed or falsified;

(5) A person to knowingly possess, buy, sell, exchange, give away, or offer to buy, sell, exchange or give away, any manufacturer's identification number plate, mylar sticker, federal certificate label, State police reassignment plate, Secretary of State assigned plate, rosette rivet, or facsimile of such which has not yet been attached to or has been removed from the original or assigned vehicle. It is an affirmative defense to subsection (a) of this Section that the person possessing, buying, selling or exchanging a plate mylar sticker or label described in this paragraph is a police officer doing so as part of his official duties, or is a manufacturer's authorized representative who is replacing any manufacturer's identification number plate, mylar sticker or Federal certificate label originally placed on the vehicle by the manufacturer of the vehicle or any essential part thereof;

(6) A person to knowingly make a false report of the theft or conversion of a vehicle to any police officer of this State or any employee of a law enforcement agency of this State designated by the law enforcement agency to take, receive, process, or record reports of vehicle theft or conversion.

(a-1) A person engaged in the repair or servicing of vehicles does not violate this Chapter by knowingly possessing a manufacturer's identification number plate for the purpose of reaffixing it on the same damaged vehicle from which it was originally taken, if the person reaffixes or intends to reaffix the original manufacturer's identification number plate in place of the identification number plate affixed on a new dashboard that has been or will be installed in the

vehicle. The person must notify the Secretary of State each time the original manufacturer's identification number plate is reaffixed on a vehicle. The person must keep a record indicating that the identification number plate affixed on the new dashboard has been removed and has been replaced by the manufacturer's identification number plate originally affixed on the vehicle. The person also must keep a record regarding the status and location of the identification number plate removed from the replacement dashboard. The Secretary shall adopt rules for implementing this subsection (a-1).

(a-2) The owner of a vehicle repaired under subsection (a-1) must, within 90 days of the date of the repairs, contact an officer of the Illinois State Police Vehicle Inspection Bureau and arrange for an inspection of the vehicle, by the officer or the officer's designee, at a mutually agreed upon date and location.

(b) Sentence. A person convicted of a violation of this Section shall be guilty of a Class 2 felony.

(c) The offenses set forth in subsection (a) of this Section shall not include the offense set forth in Section 4-103.2 of this Code.

(Source: P.A. 93-456, eff. 8-8-03.)

CHICAGO POLICE
ARREST REPORT



No. W 54308

FORM PREPARATION INSTRUCTIONS

(Rev. 3/02)

The arresting officer completes the unshaded portions of the report. The booking officer completes most of the shaded portions. When completing the Arrest Report, HAND PRINT all information legibly (with exception of boxes requiring signatures) and use a black ballpoint pen.

1. Use all capital letters and, whenever possible, copy from some printed identification obtained from the arrestee and verify spelling.
2. & 3. Use abbreviations listed below. If arrestee refuses to answer, it is up to the arresting officer to make a judgment.
4. Be sure age is consistent with date of birth.
5. Try to verify date with identification.
6. The booking officer records the arrestee's Central Booking number.
7. Print all known aliases, nicknames.
8. Complete only if resident of Chicago.
- 9 to 14. Self explanatory.
15. Identification Record number.
16. Be exact; do not show business address unless arrestee actually resides on business premises. For transients, use temporary address in city or nearby area, and show home address in Narrative. If no residence anywhere, print NO ADDRESS.
17. Describe identifying tattoos, physical or mental impairment fully, including orthopedic device(s) for People with Disabilities.
18. Self explanatory.
19. IN ALL JUVENILE ARRESTS enter Y.D. number.
20. Enter state (use standard abbreviation) or place of birth if foreign country.
21. Self explanatory.
22. Complete if offense is one for which a case report has been or is being completed. If not available at District, number may be obtained from the dispatcher, Communication Operations Section.
23. Use usual occupation: clerk, bricklayer, student, etc., regardless of whether currently employed or not.
24. Name of organization presently employing arrestee, or school and grade presently attended. If located in another city, print name of city.
25. Be exact; include building, room or apartment number. If location cannot be specifically identified, show distance and direction from a known point.
26. Record total number of persons arrested on this occasion. If one, enter "1." If more than one, enter number and print names and C.B. numbers of others arrested in Narrative.
27. Enter code for type of location where arrest occurred; obtain code from table "Location Codes" below.
28. Beat where arrest occurred. This may or may not be the beat of assignment of the arresting officers.
29. Self explanatory.
30. The transporting officers will complete this box at time transportation has begun.
31. Answer appropriately. The YES squares may be checked even if the arrestee is not charged with arrest. However, the circumstances must be explained in detail in the Narrative.
32. Specify any weapon recovered at the time of arrest.
33. Enter inventory numbers for all property inventoried in this arrest. List additional inventory numbers in the Narrative.
34. When cannabis or controlled substances are seized, complete the narcotic information.
35. Any vehicle in arrestee's possession at the time of arrest. Note year, make, model, body style, color, State license/V.I.N. and disposition.
36. Name of person in investigative unit.
37. The arresting officer will ask whether the arrestee has "unattended" children under 18 years of age living with him who may be neglected as a result of the arrest. If yes, a member of the Youth Division will be notified and that member's name entered.
38. When approval of felony charges is required, enter the name of assistant state's attorney/Felony Review.
39. If no victim, identify complainant who summoned police. Describe any injuries and identify hospital.
- 40 & 41. Print the chapter, paragraph and section number of each statute or ordinance violated for which a complaint is being formally submitted. LIST MOST SERIOUS CHARGE FIRST. Next to each reference listed in box 40, briefly describe the offense in box 41. Example:

| | |
|--------------------------|------------------|
| 1. 720 ILCS 5/18-2(a) | 1. Armed Robbery |
| 2. 720 ILCS 5/24-1(a)(2) | 2. U.U.W. |
| 3. 720 ILCS 5/11-14(a) | 3. Prostitution |
| 4. | 4. |
42. Court sergeant prints final disposition for each charge.
- 42A. (District Record Copy only) Person sending facsimile completes this.
43. Describe and fully explain the circumstances of the arrest in a manner which will substantiate the charges. State whether on-view or on warrant, the names and C.B. numbers of persons with whom arrested, witnesses to arrest, and any other details not covered by the other boxes of the report. Insert the event number in the appropriate box. For persons arrested without an arrest warrant, the ORIGINAL signature of BOTH the arresting officer and the responsible Department member acting as a deputy clerk are required on the Permanent Record Copy and Court Sergeant's Copy in the spaces provided in the printed affirmation statement.
44. The arresting officer having court appearance responsibility will print his name first, indicating beat, furlough, day off group and misdemeanor/ordinance court key.
45. The second arresting officer will print his name indicating star number and unit of assignment number. NOTE: Beat officers will write their four-digit beat assignment number, such as "1601," "0812" in the space; officers of other units will write their unit number in the space, i.e., a detective assigned to Violent Crimes, Area 2, would enter "622."
46. If arresting officer is a beat officer, check box indicating one or two P.O. car; all arresting officers assigned to other units check "Other."
47. Watch commander of unit of detention signs and enters star number indicating there is probable cause to detain arrestee, and the elements of the offense have been included in box 43. If the arrestee is to be released without charging, watch commander will check the "Yes" box in the "Release Without Charging" section on the line below and document reasons on the reverse side. The watch commander will NOT check the "No" box in this section until box 49 "Approval of Charges" is completed. In cases wherein a district watch commander authorizes the transfer of an arrestee to another district for detention processing, the authorizing watch commander will sign and enter his star number in box 47. Watch commander may enter notations concerning arrestee.
48. Watch commander in charge of the detention facility signs and enters his star number, date and time if fingerprint results are waived in accordance with the General Order entitled "Processing Persons Under Department Control."
49. When booking is completed, watch commander of unit of detention signs, enters star number and date, and checks the "No" box in the "Release Without Charging" section on next line to indicate approval of charges and of preparation of report including completeness and legibility. If the arrestee is to be released without charging, watch commander will check the "Yes" box and document reasons on the reverse side.
50. Refers to searching officers at unit of detention.
51. Show exact date and time when the arrestee first arrives at police lockup where booking process is initiated.
52. Self explanatory.
53. Booking officer will enter telephone number and time of arrestee's telephone call. If more than one telephone call was made, list additional call in the Narrative.
54. Booking officer prints name here.
55. Enter time arrestee was fingerprinted.
56. Show time photographed or D.N.A.
- 57 & 58. Self explanatory.
59. This date will be selected at the convenience of the complainant and/or arresting officer within the time criteria set by the General Order on "Processing Persons Under Department Control."
60. Will court sergeant handle the case?
61. Date and court branch of arrestee's first appearance is entered here by the desk sergeant.
62. Court sergeant enters final court branch and date.
63. Desk officer to enter bonded date and time or D.N.A.
64. Self explanatory.
65. To be entered by clerk of the court.
66. Court sergeant enters name of judge in final court appearance.
67. Booking officer enters C.B. number left to right after turning form.

SPECIAL INSTRUCTIONS

The section on the reverse side of the Court Copy entitled "Continued To" is completed by the court sergeant.

The sections on the reverse side of the Permanent Record - Records Division entitled:

1. "Moving of Arrestee Out Of & Into Arrest/Detention Facility" is completed by booking personnel or other Department Members responsible for arrestee safekeeping recording all arrestee movement out and into a Department arrest/detention facility (whether arrestee remains in building or not). The time that the arrestee first arrives in the Department facility may be recorded here if the time differs from the time recorded in box 51.
2. "Record of Interviews in Lockup" and "Receiving Screening Record for Arrestee to be Held in Lockup" are completed by detention personnel.
3. "Record of Visitors to Arrestee" is completed by detention personnel. Watch commander signs indicating his approval.
4. Lockup personnel will complete the "Receiving Screening Record."
5. "Release of Arrestee From Custody" is completed and signed by the arresting officer or investigating detective. Watch commander signs indicating his approval.

Use additional reports as continuation sheets when:

1. Box 43 is not adequate to print the complete Narrative, or
2. more than eight charges are placed against the arrestee. On the original Arrest Report, print "SEE CONTINUATION REPORT" at bottom of Narrative. On a second report, complete box 1, box 6, and print "CONTINUATION REPORT" at the top of the Narrative section. Show any additional charges in boxes 40 and 41. Print any additional narrative information in box 43.

The following abbreviations/codes are to be used when needed:

SEX: M - Male F - Female
 RACE: 1 - Black 3 - Black Hispanic 5 - Americ. Indian/Alask. Native
 2 - White 4 - White-Hispanic 6 - Asian/Pacific Islander

LOCATION CODES

| | | | |
|---|---|-----------------------------------|--------------------------------|
| 096 - Abandoned Building | 169 - College/University Bldg./Grounds | 123 - Parking Lot/Grounds CHA | 221 - Store - Grocery/Food |
| 095 - Airport/Aircraft | 170 - College/University Residence Hall | 166 - Pool Room | 240 - Store - Liquor |
| 092 - Alley | 171 - Construction Site | 317 - Railroad Property | 261 - Store - Small Retail |
| 230 - Animal Hospital/Vet Clinic | 177 - Day Care Center | 290 - Residence | 304 - Street |
| 100 - Bank | 126 - Delivery Truck | 090 - Residence - Apartment | 240 - Tavern/Liquor Store |
| 103 - Bar or Tavern | 209 - Factory/Manufacturing Building | 210 - Residence - Garage | 309 - Taxicab |
| 167 - Barber/Beauty Shop | 220 - Gas Station | 289 - Residence - Porch/Hallway | 200 - Vacant Lot/Land |
| 104 - Boat/Watercraft | 292 - Government Building/Property | 293 - Restaurant | 262 - Vehicle - Commercial |
| 109 - Bowling Alley | 238 - Highway/Expressway | 298 - Savings and Loan | 126 - Vehicle - Delivery Truck |
| 132 - Bridge | 233 - Hospital Building/Grounds | 313 - School - Private - Building | 259 - Vehicle-Non-Commercial |
| 140 - Business Office | 260 - Hotel/Motel | 299 - School - Private - Property | 327 - Warehouse |
| 121 - CHA Apartment | 273 - Lake/Waterway/Riverbank | 314 - School - Public - Building | |
| 122 - CHA Hallway/Stairwell/Elevator | 245 - Library | 300 - School - Public - Property | |
| 123 - CHA Parking Lot/Grounds | 250 - Medical/Dental Office | 303 - Sidewalk | |
| 119 - CTA Bus | 267 - Movie House/Theater | 305 - Sports Arena/Stadium | |
| 323 - CTA Platform | 165 - Newsstand | 097 - Store - Appliance | |
| 321 - CTA Train | 268 - Nursing Home | 192 - Store - Cleaning | 257 - Other Commercial |
| 151 - Church/Synagogue/Place of Worship | 269 - Park Property | 174 - Store - Department | Transportation |
| 160 - Coin Operated Machine | 277 - Parking Lot/Garage (Non-Res.) | 193 - Store - Drug | 330 - Other - Specify |

| | | | | | | | | | | | |
|--|--|--|--|---|--|---|--|---|--|--------------------------------------|--|
| CHICAGO POLICE ARREST REPORT CPD-11.420 (REV. 3/02) | | 1. NAME (LAST - FIRST - MIDDLE) | | 2. SEX | | 3. RACE | | 4. AGE | | 5. DATE OF BIRTH DAY MONTH YEAR | |
| 6. C.B. NO. | | 7. ALIAS OR NICKNAME | | | | 8. DIST./RES. | | 9. HEIGHT | | 10. WEIGHT | |
| 15. I.R. NO. | | 16. RESIDENCE ADDRESS APT. NO./FLOOR | | | | 17. DISTING. MARKS, SCARS, DISABILITIES, ETC. | | | | 18. SOCIAL SECURITY NO. | |
| 19. Y.D. NO. | | 16A. CITY - STATE | | ZIP CODE | | HOME TELEPHONE () | | 20. STATE/PLACE OF BIRTH | | 21. DRIVERS LICENSE NO. STA | |
| 22. RD NO. | | 23. OCCUPATION | | 24. BUSINESS NAME - ADDRESS CITY - STATE ZIP CODE | | | | BUSINESS TELEPHONE () | | | |
| 25. ADDRESS OF ARREST | | | | 26. NO. ARRESTED | | 27. LOCATION CODE FOR NATURE OF PREMISES | | 28. BEAT OF ARREST | | 29. DATE OF ARREST DAY MONTH YEAR | |
| 31. RESTRICTED ARREST YES <input type="checkbox"/> NO <input type="checkbox"/> | | 32. WEAPON <input type="checkbox"/> PISTOL - REVOLVER <input type="checkbox"/> <input type="checkbox"/> RIFLE SHOT-GUN <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> KNIFE <input type="checkbox"/> | | 33. PROPERTY INVENTORY NO(S). | | 34. FOR NARCOTIC ARREST <input type="checkbox"/> SUSPECT CANNABIS <input type="checkbox"/> SUSPECT CONTROLLED SUBSTANCE | | APPRX. WGT/ NO. PILLS | | EST. STREET VALUE \$ | |
| 35. VEHICLE OF ARRESTEE YEAR MAKE MODEL BODY STYLE COLOR | | STATE LICENSE NO. OR V.I.N. | | | | DISPOSITION OF VEHICLE | | | | | |
| 36. PERSON IN INVESTIGATIVE UNIT NOTIFIED UNIT NOTIFIED TIME | | | | 37. DOES ARRESTEE HAVE UNATTENDED DEPENDENT CHILDREN AT HOME? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES - NAME OF Y D MEMBER NOTIFIED-TIME | | | | 38. NAME OF A.S.A/FEL. REV. CHARGES APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO TIME | | | |
| 39. VICTIM-COMPLAINANT NAME | | SEX RACE AGE | | HOME ADDRESS | | | | CITY - STATE | | ZIP CODE TELEPHONE NO. () | |
| VICTIM INJURED IF YES - DESCRIBE INJURIES <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | VICTIM HOSPITALIZED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> TREATED & RELEASED | | | | HOSPITAL NAME | | | |
| 40. REFERENCES (CH. - PAR.) | | 41. OFFENSES | | 42. DISPOSITIONS | | 40. REFERENCES (CH. - PAR.) | | 41. OFFENSES | | 42. DISPOSITIONS | |
| 1 | | | | | | 5 | | | | | |
| 2 | | | | | | 6 | | | | | |
| 3 | | | | | | 7 | | | | | |
| 4 | | | | | | 8 | | | | | |
| 43. NARRATIVE (The facts for probable cause to arrest AND to substantiate the charges include, but are not limited to, the following:) | | | | | | | | | | EVENT NO. | |
| I hereby declare and affirm, under penalty of perjury, that the facts stated herein are accurate to the best of my knowledge, information and/or belief. | | | | | | | | | | | |
| FIRST ARRESTING/APPEARING OFFICER'S ORIGINAL SIGNATURE - STAR NO. - UNIT | | | | DEPUTY CLERK'S ORIGINAL SIGNATURE | | | | STAR/EMPL. NO. | | | |
| 44. FIRST ARRESTING/APPEARING OFFICER - PRINT NAME | | | | BEAT NO. | | RJRLD. | | D.O. GRP. | | MISD./ORD. CRT. KEY | |
| 45. SECOND ARRESTING OFFICER - PRINT NAME - STAR NO. - UNIT | | | | 46. VEHICLE ASSIGNED 1 ONE 2 TWO 3 <input type="checkbox"/> P.O. <input type="checkbox"/> P.O. <input type="checkbox"/> OTHER | | | | | | | |
| 47. INITIAL APPROVAL OF PROBABLE CAUSE - SGL - STAR | | | | 48. RESULTS OF FINGERPL. CHECK WAIVED BY SHE - STAR | | DATE TIME | | 49. APPROVAL OF CHARGES - SGL - STAR | | DATE TIME | |
| WATCH COMMANDER'S NOTATIONS | | | | | | | | | | | |
| WAS THE OFFENDER RELEASED WITHOUT CHARGING? <input type="checkbox"/> NO <input type="checkbox"/> YES IF "YES," COMPLETE REVERSE. | | | | | | | | | | | |
| 50. ARRESTEE SEARCHED BY | | STAR/EMPL. NO. | | UNIT | | 51. DATE RECEIVED - LOCKUP | | TIME | | 52. PEIS. PROPERTY RECEIPT NO. | |
| 53. BOOKING OFFICER | | STAR/EMPL. NO. | | UNIT | | 55. TIME FINGERPRINTED | | 56. TIME PHOTOGRAPHED | | 57. TIME PED | |
| | | | | | | | | | | 58. PLACED IN CELL NO. | |
| COURT INFORMATION | | | | | | | | | | | |
| 59. ARR. OFF. DESIRED COURT DATE | | BRANCH-CALL | | 60. COURT SGT. TO HANDLE <input type="checkbox"/> YES <input type="checkbox"/> NO | | 61. INITIAL COURT DATE | | BRANCH-CALL | | 62. FINAL CRT. DATE | |
| 63. BONDED - DATE | | TIME | | 64. BOND RECEIPT NO. | | 65. COURT DOCKET NO. | | 66. FINAL JUDGE'S NAME | | | |

MOVING OF ARRESTEE OUT OF & INTO ARREST/DETENTION FACILITY

| | DATE | TIME | TURNUED OVER TO/ RECEIVED FROM | STAR/ EMPL. NO. | REASON | LOCKUP KEEPER/ OTHER DEPT. MEMBER | STAR/ EMPL. NO. |
|-----|------|------|-----------------------------------|--------------------|--------|--------------------------------------|--------------------|
| OUT | | | | | | | |
| IN | | | | | | | |
| OUT | | | | | | | |
| IN | | | | | | | |

RECORD OF INTERVIEWS IN LOCKUP

| | DATE | TIME | INTERVIEWER | STAR NO. | REASON | LOCKUP KEEPER/ OTHER DEPT. MEMBER | STAR/ EMPL. NO. |
|--|------|------|-------------|----------|--------|--------------------------------------|--------------------|
| | | | | | | | |
| | | | | | | | |

RECORD OF VISITORS TO ARRESTEE

| DATE | TIME IN | TIME OUT | VISITOR'S NAME - ADDRESS - TELEPHONE | RELATIONSHIP | W. C.'S APPROVAL (SIGNATURE) |
|------|---------|----------|--------------------------------------|--------------|------------------------------|
| | | | | | |
| | | | | | |

**RECEIVING SCREENING RECORD FOR
ARRESTEE TO BE HELD IN LOCKUP**

REFER TO GUIDELINES FOR ARRESTEE SCREENING, CPD-11.523.
NOTE: ALL "YES" ANSWERS REQUIRE ACTION

DATE _____ TIME _____

| | | | |
|-----------------|----------|------------------------------|----------|
| ARRESTEE'S NAME | C.B. NO. | LOCKUP KEEPER'S NAME (PRINT) | STAR NO. |
|-----------------|----------|------------------------------|----------|

| LOCKUP KEEPER'S VISUAL CHECK | YES | NO | LOCKUP KEEPER'S-ARRESTEE QUESTIONNAIRE | YES | NO | REFUSED |
|--|--------------------------|--------------------------|---|--------------------------|--------------------------|--------------------------|
| 1. DOES ARRESTEE HAVE OBVIOUS PAIN OR INJURY? | <input type="checkbox"/> | <input type="checkbox"/> | 8. ARE YOU PRESENTLY TAKING ANY MEDICATION? (For what) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. IS THERE OBVIOUS SIGN OF INFECTION? | <input type="checkbox"/> | <input type="checkbox"/> | 9. (IF FEMALE) ARE YOU PREGNANT? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. APPEARS TO BE UNDER THE INFLUENCE OF ALCOHOL/DRUGS | <input type="checkbox"/> | <input type="checkbox"/> | 10. IS THIS THE FIRST TIME YOU HAVE EVER BEEN ARRESTED? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. ARE THERE VISIBLE SIGNS OF ALCOHOL AND/OR DRUG WITHDRAWAL? | <input type="checkbox"/> | <input type="checkbox"/> | 11. HAVE YOU EVER TRIED TO KILL YOURSELF OR DONE SERIOUS HARM TO YOURSELF? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. DOES ARRESTEE APPEAR TO BE DESPONDENT? | <input type="checkbox"/> | <input type="checkbox"/> | 12.A. DO YOU HAVE ANY SERIOUS MEDICAL OR MENTAL PROBLEMS? (IF YES, specify problem under REMARKS) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. DOES ARRESTEE APPEAR TO BE IRRATIONAL? | <input type="checkbox"/> | <input type="checkbox"/> | 12.B. ARE YOU RECEIVING ANY TREATMENT? (If YES, specify under REMARKS) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. IS ARRESTEE CARRYING MEDICATION? | <input type="checkbox"/> | <input type="checkbox"/> | | | | |

| | | | |
|---|---------|-----------|--------------|
| PERSON TO BE NOTIFIED IN CASE OF EMERGENCY - NAME | ADDRESS | TELEPHONE | RELATIONSHIP |
|---|---------|-----------|--------------|

REMARKS

**SPECIAL DISPOSITION
COMPLETE ONLY FOR ARRESTEES REFERRED OUT OR TO BE MONITORED**

| | | |
|--|---|--|
| REFERRED TO (Specify) | PLACED IN ONE-PERSON CELL NO. (for communicable disease cases) | PLACED IN TWO OR MORE PERSON CELL NO. UNDER SPECIAL/CLOSE OBSERVATION (potential suicides) |
| NOTE: LOCKUP KEEPER MUST SIGN IN ALL INSTANCES | LOCKUP KEEPER'S SIGNATURE | |

RELEASE OF ARRESTEE FROM CUSTODY

FOR THE FOLLOWING REASON(S), I HAVE DETERMINED THERE IS NOT SUFFICIENT CAUSE TO FURTHER DETAIN/CHARGE THE ARRESTEE:

| | | | |
|---------------------------------|---------------|---|---------------------------------|
| SIGNATURE - ARR. OFF./DETECTIVE | STAR NO. UNIT | APPROVED - W/ C - DETENTION FAC. - STAR NO. | DATE-TIME RELEASED FROM CUSTODY |
|---------------------------------|---------------|---|---------------------------------|

INFORMATION MANDATORY IN ARREST REPORT NARRATIVE:

SAME FACTS AS IN CASE REPORT!!!!!!!

1. On-View, Signed Complaints or Warrant?
2. Names & CB Numbers of other Arrestees
3. Persons who witnessed the arrest
4. Probable Cause = Reasonable grounds to believe that a crime occurred...*AND* the arrestee committed said crime.
5. Substantiate = briefly describe how elements of the offense were met, i.e. offender behavior, evidence
6. Arrestee Name Check Results & form of ID offered

Uniform Complaint Book

- Wording must specify how the elements of the offense were met by the behavior of the defendant with information specific to the incident.
- Office of the State's Attorney's Appellate Prosecutor Uniform Complaint Book provides the template wording for Illinois criminal offenses.
- <http://www.ilsaap.org/search-brad.asp>

INFORMATION AND DESCRIPTION OF DEFENDANT

Name _____ Alias _____

Residence _____

| | | City/Town | | State | | Zip | |
|---------------------------------------|------|-----------|--------|--------|-----|------------|--|
| Sex | Race | Weight | Height | D.O.B. | Age | Complexion | Build |
| | | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Arrestee had been using Alcohol/Drugs | | | | | | | |

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

_____ DEPARTMENT/_____ DISTRICT

_____ Plaintiff
 v. _____
 _____ Defendant

No. _____

_____ complainant, now appears before
 (Complainant's Name Printed or Typed)The Circuit Court of Cook County and states that _____
 (defendant)has, on or about _____
 (date)

(place of offense)

committed the offense of _____ in that he/she
 (offense)in violation of _____ ILCS _____ / _____ . OR _____
 (Ordinance Citation)STATE OF ILLINOIS }
 COOK COUNTY } ss.

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

A O I C C O D E

(Complainant's Signature)

(Complainant's Address)

(City/State/Zip)

(Complainant's Telephone)

(Complainant's Name Printed or Typed)

being first duly sworn, _____ on oath, deposes and says that he/she read the foregoing
 complaint by him/her subscribed and that the same is true.

(Complainant's Signature)

Subscribed and sworn to before me on this _____ day of _____,

(Judge or Clerk)

I have examined the above complaint and the person presenting same and have heard evidence thereon, and am satisfied that there is
 probable cause for filing same. Leave is given to file said complaint.Summons Issued, Judge _____
 or _____ Judge's No. _____Warrant Issued, Bail set at: _____
 or _____

Bail set at _____ Judge _____ Judge's No. _____

DOROTHY BROWN, CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

(Court Branch # or District #) (Court Date/Time) (Arresting Agency #)

MISDEMEANOR COMPLAINT (This form replaces CCG-0655, CCMC-0222 & CCMC-0225)

(Rev. 12/7/00) CCCR 0655

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

The People of State of Illinois,

Plaintiff

v.

Defendant.

NO.

(Complainant's Name Printed or Typed)

complainant, now appears before

The Circuit Court of Cook County and states the following:

That: (defendant) of (address) has, on or about

(date) at the location of (place of offense)

committed the offense(s) of in that he/she

in violation of (Chapter) Illinois Compiled Statutes (Act) (Sub Section)

AOIC Code

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

(Complainant's Signature)

(Complainant's Address)

(Complainant's Telephone)

(Complainant's Name Printed or Typed)

STATE OF ILLINOIS } ss:
COOK COUNTY

The complainant, being first duly sworn on oath, deposes and says that he/she read the foregoing complaint by him/her subscribed and that the same is true.

(Complainant's Signature)

Subscribed and sworn to before me on this day of

(Judge or Clerk)

I have examined the above complaint and the person presenting the same and have heard evidence thereon, and am satisfied that there is probable cause for filing same. Leave is given to file said complaint.

SUMMONS ISSUED, Judge or Judge's No.

WARRANT ISSUED, Bail set at: or

BAIL SET AT: Judge Judge's No.

DOROTHY BROWN, CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

(Court Branch)

(Court Date)

Felony

CCCR N662-100M-3/14/05 (

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

The People of the State of Illinois
Plaintiff

v.

Defendant

COMPLAINT FOR PRELIMINARY EXAMINATION

No. _____

(Complainant's Name Printed or Typed) complainant, now appears before

The Circuit Court of Cook County and states that

(Defendant) _____ (Address) has, on or about

(Date) at _____ (Place of offense)

committed the offense of _____ in that s/he

in violation of _____ ILCS _____
(Chapter) (Act) (Section)

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

CHARGE CODE

STATE OF ILLINOIS }
COOK COUNTY } ss.

(Complainant's Signature)

(Complainant's Address)

(Telephone No.)

(Complainant's Name Printed or Typed)

being first duly sworn, _____ on oath, deposes and says that s/he read the foregoing
complaint by him/her subscribed and that the same is true.

(Complainant's Signature)

Subscribed and sworn to before me _____,

(Judge or Clerk)

I have examined the above complaint and the person presenting the same and have heard evidence thereon, and am satisfied that there is
probable cause for filing same. Leave is given to file said complaint.

Summons issued, Judge _____ Judge's No. _____
or

Warrant Issued, Bail set at, _____

or
Bail set at _____ Judge _____ Judge's No. _____

DOROTHY BROWN, CLERK OF THE CIRCUIT COURT OF COOK COUNTY

(Court Branch)

(Court Date)

FELONY

CCCR N662-125M-6/28/02 (23440565)

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

**The People of Illinois
Plaintiff**

COMPLAINT FOR PRELIMINARY EXAMINATION

v.

NO. _____

Defendant

_____ complainant, now appears before
(Complainant's Name Printed or Typed)

The Circuit Court of Cook County and states that

(Defendant)

(Address)

has, on or about

(Date)

at

(Place of offense)

committed the offense of RECEIVE / POSSESS / SELL STOLEN MOTOR VEHICLE in that he/she
KNOWINGLY AND UNLAWFULLY HAD IN HIS POSSESSION A, (describe vehicle),
WHILE NOT BEING ENTITLED TO BE IN POSSESSION OF SAID VEHICLE, POSSESSED a (year/make)
WITH A (state) REGISTRATION PLATE OF (plate number), KNOWING IT TO HAVE
BEEN STOLEN.

in violation of 625 **ILCS** 5.0 4-103-A-1
(Chapter) (Act) (Section)

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

CHARGE CODE

STATE OF ILLINOIS }
COOK COUNTY ss.

(Complainant's Signature)

(Complainant's Address)

(Telephone No.)

(Complainant's Name Printed or Typed)

being first duly sworn, _____ on oath, deposes and says the he/she read the foregoing
complaint by him/her subscribed and that the same is true.

(Complainant's Signature)

Subscribed and sworn to before me _____

(Judge or Clerk)

I have examined the above complaint and the person presenting the same and have heard evidence thereon, and am satisfied that there
is probable cause for filing same. Leave is given to file said complaint.

Summons Issued, Judge _____ Judge's No. _____
or

Warrant Issued, Bail set at, _____

or

Bail set at _____ Judge _____ Judge's No. _____

DOROTHY BROWN, CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

>>>>>>>>> FELONY MINUTE SHEET <<<<<<<<<<

Form 101

For Assistant State's Attorney Use Only:

Court Br: _____

Date Completed: _____

| IR NUMBERS | DEFENDANTS | AGE | DATE/ARREST | CHARGES |
|------------|------------|-------|-------------|---------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Date: _____ Time: _____ Location: _____

The Facts briefly stated are:

Narcotics Related: YES ☐ NO ☐

Prosecuting Witness/Involvement:

| Name | Address | Phone |
|-------|---------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Bond \$ _____

ASA Date: _____

Approved By: _____

CPD-23.180 (Rev. 6/94) (Comp. Gen. 10/00)

RD# _____

Scenario for Supplementary Report

You are working Beat 2626 on the second watch with no partner. At 1000 hrs., you are assigned to investigate a call for additional information on a burglary. The complainant is one Pamela Wright, who lives in a house at 1425 West Jackson (which is on your beat).

Upon arriving, you meet with Pamela who tells you that 2 days ago she reported a burglary of her house. Among the things taken in the burglary was a Dell Inspiron laptop computer. At the time the original burglary report was taken, she could not locate the paperwork for the computer that recorded the serial number.

She found the receipt this morning, and shows it to you. The receipt reflects the serial number of 9783Y550221FG546. You copy the serial number into your field notebook and return the receipt to Pamela. You ask her if she has the Victim Information Notice from the original report. She replies yes, and hands you her copy. The RD number on the copy is HK910910. You record this as well, and return the notice to Pamela.

You prepare a Supplementary report documenting the serial number of the laptop stolen during the burglary of Pamela's home and dispatch gives you the event number 987654.

GENERAL INSTRUCTIONS

PURPOSE OF THE REPORT

This Supplementary Report is designed to record the results of an investigation conducted by a sworn member (other than a member assigned to a unit within the Bureau of Investigative Services) of a matter previously recorded on a case report or Traffic Accident Report including any new developments in the case following the submission of the original report.

WHEN TO PREPARE A SUPPLEMENTARY REPORT

This Supplementary Report is used to record the recovery of lost or stolen property, additional lists of lost or stolen property, serial numbers of items not originally available, arrests and other activity or information regarding a previously reported case or traffic accident (e.g., certain Canine Unit dog bite cases and certain requests for letters of abatement in vice related matters, etc.).

REPORT PREPARATION

The numbers below refer to box numbers on the reporting form. If known, include apartment, floor or room number whenever an address is required.

1. Record the incident/offense classification and, in other than traffic accident related reports, the Illinois Uniform Crime Reporting (I-UCR) offense code as indicated on the last previous case report or traffic accident report.
2. Enter street number, direction and street name supplied by complainant and/or investigation. Check appropriate square.
3. Enter the beat of occurrence as indicated on the last previous report, unless corrected. If corrected, note this fact in the narrative of the report.
4. Enter the date(s) of the original occurrence and the time or time span of occurrence.
5. Print last name first, first name and middle initial, if any. If victim/subject is a business, use the firm name. If there is more than one victim/subject, list names in the beginning of Narrative. Correct Box. If Yes is checked, enter correct name in the required sequence in the Name space. If No is checked, the information will be assumed to be correct.
6. Check appropriate square if fire or explosion occurred.
7. Enter Beat assigned to the supplemental investigation (e.g., 1421, 3412, etc.).
8. Enter the Address of Victim/Subject. If a business, enter the company address.
9. Enter type and, in other than traffic accident related reports, location code number for the location where the original incident/offense occurred. Refer to Location Codes on outside cover of the General Offense Case Report booklet (e.g., Grocery/Food Store - Jewel, 221), on the last page of the Incident Reporting Guide, or on the inside cover of the Arrest Report booklet.
10. a. If the property being described has been taken (T) (stolen/lost), check the appropriate square in the applicable box to identify the type and give the value of the property. Do not repeat information already recorded on the original case report or previous supplementary report.
b. If the property being described has been recovered (R), check the appropriate square in the applicable box to identify the type and give the value of the property.
c. When reporting recovered property which has been verified as stolen property, but for which there is no original case report documentation, check both the Taken (T) and Recovered (R) squares.
(1) When the dollar value of the property stolen is the same amount as is that of the property recovered, only one dollar amount need be inserted to the right of the checked (T) and (R) squares.
- (2) When the dollar value of the property stolen is different from the dollar value of the property recovered, both dollar amounts must be inserted to the right of the checked (T) and (R) squares.
11. Enter alleged offender's name and/or alias; if unknown, give clothing description. Space is provided in the section for a total of two offenders. If more space is required, identify as Offender and use Narrative.
12. Enter home address (if known) of the offender.
13. Enter sex, race code number, age, and physical description of offender.
14. Enter the C.B. Number and/or I.R. Number (if known)/Y.D. Number/J.D.A. Number if an offender is arrested. Enter code from Offender/Victim Relationship Code Table on the report ONLY if victim and offender are members of the same family or household. If relationship is not listed, use 23-Other and describe in Narrative.
15. Enter total number of arrestees and the number of the arresting unit.
16. Check appropriate square if applicable and enter additional information if known. If more than one vehicle is involved, use Narrative. Enter motor vehicle inventory number and pound number if applicable in Narrative.
17. Enter the R.D. number assigned to the report. Also record the R.D. number in the space provided on the reverse side of the report ONLY when a narrative is continued on the reverse.
80. In cases involving more than one (1) victim or two (2) offenders, enter the additional names and information before beginning the narrative account. Give concise statement of the facts of the case. Do not unnecessarily repeat information already contained in any of the numbered boxes. If the address of original incident/offense is different from the address where the report is being made, so indicate in the Narrative. Record the developments of this case subsequent to the submission of the last case report. **Continued on Other Side.** Check the square only if the report is continued on the reverse side.
90. Indicate the number and recipient of extra copies of this report.
91. Enter the date and time at which the reporting officer(s)

completed the investigation which is the subject of this report.

92. Approving supervisor enters his printed name, star number and signature when he approves the report. If report narrative is continued on the reverse side, approving supervisor's signature, star number and date of approval is additionally required on the reverse side of the report.

93. Enter printed name of officer completing the report, star number and signature.

94. Enter printed name, star number and signature of a second officer if applicable.

95. Enter date and time report is approved.

VICE CASE REPORT, CPD-11.414

GENERAL INSTRUCTIONS

PURPOSE OF THE REPORT

The Vice Case Report is used to record the preliminary investigation of bona fide complaints relative to gambling, narcotics, liquor law violations, prostitution, obscenity, or public indecency (licensed premises only).

WHEN TO PREPARE THE VICE CASE REPORT

The Incident Reporting Guide, CPD - 63.451, will be used to determine the proper offense/classification for a vice investigation. This guide should be checked by the reporting officer to verify that the offense/classification being recorded accurately describes the offense being reported.

If an investigation of a non vice-related offense reveals a vice offense, the reporting officer will enter all pertinent information in the narrative of the case report (e.g., General Offense Case Report) and indicate in the appropriate box that one copy shall be forwarded to the Organized Crime Division (O.C.D.).

REPORT PREPARATION

Immediately adjacent to the top of the reverse side of the Vice Case Report are general instructions.

The numbers below refer to box numbers on the reporting form. If known, include apartment, floor or room number whenever an address is requested also the direction (N.S.E.W.) is required for the ICAM system. Print rather than write. Use ballpoint pen with black ink.

1. Check one square only.
2. Enter the Secondary Classification using the Incident Reporting Guide as a reference. Enter the Illinois Uniform Crime Reporting (I - UCR) Offense Code from the Incident Reporting Guide.
3. Enter the R.D. number assigned to the report. Also record the R.D. number in the space provided on the reverse side of the report ONLY if the narrative is continued on the reverse.
4. Enter the street number and name supplied by the complainant and/or investigation (numerical address at intersections, not two street names). Direction is also required.
5. Enter the date(s) of occurrence and the time or time span of occurrence.
6. Enter date and time the reporting officers arrived at the scene.
7. Enter the Beat or Unit Assigned to the investigation.
8. Enter the correct Beat of Occurrence using the current beat map. When a raid for gambling, narcotics or prostitution, etc., takes place outside the corporate limits of the City of Chicago, Beat 3100 is to be used.
9. Check one square only. If location/premise is not provided in box 9, check the Other square, describe, and enter the appropriate code number for the specific type of premise. Code numbers can be found on the cover of the General Offense Case Report CPD-11.380.
10. If licensee is a business, print firm name in the order it appears on the license. If licensee is an individual, print last name first, first name and middle initial, if any, of the principal licensee only.
11. Enter all the business license numbers and names of licensees for the premises or the Public Passenger Vehicle Operator's License, as applicable. If the violation occurred on city licensed premises, or upon premises requiring a city license, enter all business license numbers and names (individual and corporate) issued to the licensee for the premises where the violation occurred, and (if known) for other premises, if any. Also list the business license number(s) and names for any business activities, machines, or devices on the premises issued to the licensee or to other person(s)/firm(s). Include the expiration date(s) of all business licenses displayed. Use the narrative portion of the case report if additional space is needed.
12. Victim's /Complainant's Name. Print last name first, first name and middle initial, if any. When there is no victim or complainant, enter D.N.A.
13. Enter the address of victim/complainant. If victim/complainant is a business, enter the business address. If there is no victim/complainant, enter D.N.A. Include apartment number and/or floor number/location.
14. Unless the victim/complainant is a firm, company or other organizational entity, the sex, race code number, and age data MUST BE ENTERED. If the victim/complainant is unwilling to provide the data, the officer will make an entry based on his judgement. If there is no victim/complainant enter D.N.A. NOTE: The racial and ethnic categories for victims, witnesses and offenders are printed on the right side of the case report.
- 15.-16. Enter the victim's/complainant's telephone numbers.
17. Enter time or time span the victim/complainant is available at residence or place of employment.
18. Enter name(s) of person(s) who discovered, witnessed, or reported the offense and check the appropriate square. If more space is required, identify as appropriate and use Narrative. If the person reporting the offense to the Department is the victim/complainant, indicate this with the word "Victim" or "Complainant." Otherwise record the full name same as box 12.

- 19.-31. Space is provided in the section for a total of three offenders. If more space is required, identify as Offender and use Narrative.
19. Enter alleged offender's name ; if unknown, give clothing description.
20. Answer whether or not the offender is in custody.
21. Enter alleged offender's nickname/alias (A.K.A.), if known.
22. Enter home address (if known) of the offender.
23. Enter sex, race code number, age and physical description of offender. As a MINIMUM REQUIREMENT, if the offender(s) is named, the sex of the offender(s) must be entered.
24. Enter the date of birth of the offender.
25. Enter I.R. number if known. Enter C.B. number if an offender is arrested
26. Print the chapter, article, and section number of each statute or ordinance violated for which a complaint is formally submitted. LIST MOST SERIOUS CHARGE FIRST.
27. Enter the court number, a dash, and then the court call number of the initial court date. If no arrest occurred, enter D.N.A.
28. Enter the date of the court appearance scheduled at the time of arrest. The first one or two numbers will indicate the day of the month. These will be followed by the first three letters of the month, and the last two numbers will indicate the year.
29. List all Property Inventory (CPD-34.523) numbers for property which is seized, recovered, found, or otherwise taken into custody and inventoried.
30. Enter weight of narcotics found.
31. Enter Estimated Street Value (E.S.V.) of narcotics found.
32. Enter total number of offenders.
33. Enter the total number of arrestees.
34. Check one square only.
35. Enter the address of arrest. If more than one location is involved, use narrative portion of case report. If no arrest occurred, enter D.N.A.
36. Enter the requested information, if known. If vehicle information is unknown, print "UNK." If no vehicle is involved, print "NONE."
37. Record any unusual accessories, damage, etc.
38. Check one square only and enter pound number if applicable.
39. Enter the Motor Vehicle Inventory Report (CPD-34.303) number, if any, which is obtained from auto pound personnel. Enter "D.N.A." or "NONE" if applicable.
40. Narrative. Give concise statement of the facts of the case. Do not unnecessarily repeat information already contained in any of the numbered boxes. If the address of occurrence is different from the address where the report is being made, so indicate in the narrative.
41. Check appropriate square.
42. Gang related: Check square for victim and/or offender if applicable and enter gang name.
43. Indicate the number and recipient of extra copies required of this report. For normal distribution, check Normal square. Mark the square to the right, if the report is continued on the reverse side.
44. Enter the name of the person making the notification, the number of the unit and the name of the person notified. Enter date and time of notification.
45. Enter printed name of officer completing report star number and the signature in the box below.
46. Enter printed name, star number and signature of a second officer if applicable.
47. Enter date and time investigation was completed.
48. Approving supervisor enters his printed name, star number when he approves the report.
49. Enter date and time the report is approved.
50. Approving supervisor enters his signature. If narrative is continued on the reverse side, approving supervisor's signature and date are also required on the reverse.

Preliminary investigators should make no entry in the area of the report headed "FOR USE BY BUREAU OF INVESTIGATIVE SERVICES ONLY."

HOSPITALIZATION CASE REPORT, CPD-11.406

GENERAL INSTRUCTIONS

PURPOSE OF THE REPORT

The Hospitalization Case Report is designed to record a sworn member's preliminary investigation of all incidents of:

1. serious non-criminally caused injury where death appears imminent.
2. death from any cause other than a traffic accident or criminal offense.
3. bona fide suicide or an attempted suicide of a person in either police custody or not in police custody.
4. personal injury under circumstances where the City of Chicago might be sued.
5. gunshot wound when no other case report is prepared.
6. death or injury occurring as a result of a non-criminal fire or explosion.
7. Automated External Defibrillator (AED) use on or by Department member.
8. Department members transporting a person for mental health treatment.

These incidents, and others requiring the preparation of a Hospitalization Case Report, are listed in the Incident Reporting Guide (CPD-63.541).

WHEN TO PREPARE A HOSPITALIZATION CASE REPORT

A Hospitalization Case Report must be prepared when sworn members:

1. transport a dead person or respond to an assignment involving a dead person, when death results from causes other than a traffic accident or criminal offense. Death from traffic accidents are recorded on the Traffic Crash Report forms. Criminal offenses are recorded on the appropriate case reports.
2. transport a sick or injured person in a police vehicle and the death of that person appears imminent.
3. are called upon to investigate a bona fide suicide or a bona fide attempted suicide of a person either in police custody or not in police custody.
4. respond to an assignment concerning a citizen actually or allegedly injured on public property, or in circumstances involving a city owned vehicle, provided that the movement of the city owned vehicle is not alleged by any party. This would include persons injured on streets or sidewalks; in city owned buildings; on Park District, Board of Education, or C.T.A. properties. Accidents and non-criminal incidents involving trains (subway, elevated, railroad) or the passengers thereon, not requiring the preparation of a Traffic Crash Report, should be reported on this form.
5. respond to an incident in which a City employee (other than a Department member) receives an injury or becomes disabled in the course of employment, except when the incident is recorded on another case report (i.e., General Offense, Traffic Crash, etc.) or on an Animal Bite Information report (CPD-34.226).
6. respond to an incident in which a Department member (either sworn or civilian) receives an injury or becomes disabled as defined and classified as an Injury on Duty in the General Order entitled "Medical Policy and Medical Roll Procedures" except when the incident is recorded on another case report (i.e., General Offense, Traffic Crash, etc.) or on an Animal Bite Information report.
7. respond to an assignment concerning a citizen or a Department member bitten or otherwise injured by a Department owned animal, if no other case report or Supplementary Report is required.
8. report a bona fide accidental gunshot wound. Use the Hospitalization Case Report only if another case report is not appropriate for the incident being investigated.
9. are assigned to the investigation of a bona fide major disaster. The sworn member initially assigned to the investigation will submit a Hospitalization Case Report and all other officers initiating reports relative to or transporting injured or deceased persons will submit Supplementary Reports assigned the same R.D. number as the original Hospitalization Case Report.
10. respond to an AED use on a Department member or a bona fide use of an AED device by a Department member.
11. transport a person in need of mental health treatment in a Department vehicle.

A Hospitalization Case Report should NOT be used when a sworn member responds to an assignment which involves a sick person or a person injured on private property (except for bona fide incidents of injury to nursing home residents and those incidents listed in the Incident Reporting Guide which require the preparation of a Hospitalization Case Report) or a confinement case, even though the police transport the person in a Department vehicle; or in reporting an unintentional, self-inflicted, non-gunshot injury or an illness.

REPORT PREPARATION

The numbers below refer to box numbers on the reporting form. If known, include apartment, floor or room number whenever an address is requested. Print the required information except for required signatures. Use a ballpoint pen with black ink.

1,31,32 & 33.

Check one of the squares in each box. Note: Four digit I-UCR numeric codes are printed below the squares of box 1 on this report.

2. Enter the beat or unit assigned to the investigation.

CPD-63.456 (REV. 1/05)

3. Enter the correct beat of occurrence using the current beat map.
 4. This number was an intentional skip.
 5. Enter the R.D. number assigned to the report. Also record the R.D. number in the space provided on the reverse side of the report only when a narrative account is continued on the reverse side.
 6. Record the exact address including the building, room or apartment number. If the location cannot be identified by an address, show the distance and direction from a known point.
 7. Enter the date(s) and time of occurrence.
 8. Enter the date and time the reporting officer arrived at the scene.
 9. Name of Victim. Print last name first, first name and middle initial, if any. Enter sex, race code number and age of the victim. If the victim is unwilling to provide the data, the officer will make an entry based on his judgement. Race code numbers are printed on the bottom margin of the report.
 10. Enter the permanent residence of the victim, including the city, if outside of Chicago.
 11. Enter the victim's home telephone number.
 12. Enter the victim's business telephone number.
 - 13, 14, 15, & 16.
Enter the name, sex, race code number, address and phone numbers of the person who reported the incident. As a minimum requirement, if the identity of the person is known, the sex of the person MUST be entered. If victim is self-reporting, enter VICTIM in box 13 and DNA in boxes 14, 15, and 16.
 - 17, 18, 19, & 20.
Enter the name, sex, race code number, address and phone numbers of the person who discovered the victim. As a minimum requirement, if the identity of the person is known, the sex of the person MUST be entered. If victim is self-reporting, enter VICTIM in box 17 and DNA in boxes 18, 19, and 20.
 - 21, 22, 23, & 24.
Enter the name(s), sex, race code number, address(s) and phone numbers of person(s) who witnessed the incident. As a minimum requirement, if the identity of the person is known, the sex of the person MUST be entered.
 25. Indicate the type of premises where the incident occurred or where the victim was found, such as Residence, CTA Bus, Park Property, etc. Enter the appropriate Location Code in the space provided.
Note: Location Codes are listed on the last page of the Incident Reporting Guide and the General Offense Case Report booklet cover.
 26. Describe the cause of injury; for example, sleeping pills, fall from a ladder, etc.
 27. Record any apparent reason for the incident; for example, hole in the street, despondent, marital difficulties.
 28. If the victim was removed to another location, indicate the agency handling the transportation.
 29. Enter the final location to which the victim was transported by reporting or assisting officers.
 30. Enter the full name of the Medical Examiner authorizing removal of the victim in death/suicide cases only.
 34. If medical aid was refused by the victim, check this square; otherwise leave blank. List witness(es), if any, to refusal in narrative.
 35. If a physician attended the victim, record his name and address. If no physician attended the victim, enter DNA.
 36. If any property is taken into police custody, record number(s) of Property Inventory (CPD-34.523) here.
 37. In cases of death/suicide only: enter the name of the family member notified, the name and star no. of officer who notified the family member, and check the appropriate box for either notified in person or by telephone.
 38. In cases of death/suicide only: if no family notification was made enter the name of the area detective notified, and the name and star no. of the officer who notified the area detective.
 39. Enter the Office of Emergency Management and Communications event number.
 40. **Narrative.** Use the narrative space to record any available information not provided for in the boxes above and to record all notifications made. Give a concise statement of the facts of the case. Do not unnecessarily repeat information already contained in any of the numbered boxes. If the address of occurrence is different from the address where the report is being made, indicate the correct address in the narrative. If the reverse side of the form is used for additional details, the square entitled "Continued on Reverse Side" is to be checked.
 41. **Extra Copies Required.** Indicate the number and recipient of extra copies of this report (i.e., CHA, CTA, Chgo. Pk. Dist., Bd. of Ed., etc.)
 42. Enter the date and time the investigation was completed.
 43. Enter the printed name, star number and signature of the supervisor approving the report. Enter date and time the report is approved. If report narrative is continued on the reverse side, approving supervisor's signature, star number and date and time of approval is also required on the reverse side of the report.
 44. Enter the printed name and star number of the officer completing the report, and the signature of the officer.
 45. Enter the printed name, star number, and signature of a second officer, if any.
- Preliminary investigators should make no entry in the area of the report headed "For Use By Bureau of Investigative Services Only."

1. Enter the correct beat of occurrence using the current beat map.
1. This number was an intentional skip.
1. Enter the R.D. number assigned to the report. Also record the R.D. number in the space provided on the reverse side of the report only when a narrative account is continued on the reverse side.
1. Record the exact address including the building, room or apartment number. If the location cannot be identified by an address, show the distance and direction from a known point.
1. Enter the date(s) and time of occurrence.
1. Enter the date and time the reporting officer arrived at the scene.
1. Name of Victim. Print last name first, first name and middle initial, if any. Enter sex, race code number and age of the victim. If the victim is unwilling to provide the data, the officer will make an entry based on his judgement. Race code numbers are printed on the bottom margin of the report.
10. Enter the permanent residence of the victim, including the city, if outside of Chicago.
 1. Enter the victim's home telephone number.
 12. Enter the victim's business telephone number.
- 13, 14, 15, & 16.

Enter the name, sex, race code number, address and phone numbers of the person who reported the incident. As a minimum requirement, if the identity of the person is known, the sex of the person MUST be entered. If victim is self-reporting, enter VICTIM in box 13 and DNA in boxes 14, 15, and 16.
- 17, 18, 19, & 20.

Enter the name, sex, race code number, address and phone numbers of the person who discovered the victim. As a minimum requirement, if the identity of the person is known, the sex of the person MUST be entered. If victim is self-reporting, enter VICTIM in box 17 and DNA in boxes 18, 19, and 20.
- 21, 22, 23, & 24.

Enter the name(s), sex, race code number, address(s) and phone numbers of person(s) who witnessed the incident. As a minimum requirement, if the identity of the person is known, the sex of the person MUST be entered.
25. Indicate the type of premises where the incident occurred or where the victim was found, such as Residence, CTA Bus, Park Property, etc. Enter the appropriate Location Code in the space provided.

Note: Location Codes are listed on the last page of the Incident Reporting Guide and the General Offense Case Report booklet cover.
26. Describe the cause of injury; for example, sleeping pills, fall from a ladder, etc.
27. Record any apparent reason for the incident; for example, hole in the street, despondent, marital difficulties.
28. If the victim was removed to another location, indicate the agency handling the transportation.
29. Enter the final location to which the victim was transported by reporting or assisting officers.
30. Enter the full name of the Medical Examiner authorizing removal of the victim in death/suicide cases only.
34. If medical aid was refused by the victim, check this square; otherwise leave blank. List witness(es), if any, to refusal in narrative.
35. If a physician attended the victim, record his name and address. If no physician attended the victim, enter DNA.
36. If any property is taken into police custody, record number(s) of Property Inventory (CPD-34.523) here.
37. In cases of death/suicide only: enter the name of the family member notified, the name and star number of officer who notified the family member, and check the appropriate box for either notified in person or by telephone.
38. In cases of death/suicide only: if no family notification was made enter the name of the area detective notified, and the name and star no. of the officer who notified the area detective.
39. Enter the Office of Emergency Management and Communications event number.
40. Narrative. Use the narrative space to record any available information not provided for in the boxes above and to record all notifications made. Give a concise statement of the facts of the case. Do not unnecessarily repeat information already contained in any of the numbered boxes. If the address of occurrence is different from the address where the report is being made, indicate the correct address in the narrative. If the reverse side of the form is used for additional details, the square entitled "Continued on Reverse Side" is to be checked.
41. Extra Copies Required. Indicate the number and recipient of extra copies of this report (i.e., CHA, CTA, Chgo. Pk. Dist., Bd. of Ed., etc.)
42. Enter the date and time the investigation was completed.
43. Enter the printed name, star number and signature of the supervisor approving the report. Enter date and time the report is approved. If report narrative is continued on the reverse side, approving supervisor's signature, star number and date and time of approval is also required on the reverse side of the report.
44. Enter the printed name and star number of the officer completing the report, and the signature of the officer.
45. Enter the printed name, star number, and signature of a second officer, if any.

Preliminary investigators should make no entry in the area of the report headed "For Use By Bureau of Investigative Services Only."

MISSING/FOUND PERSON CASE REPORT & YOUTH DIVISION FOLLOW-UP, CPD-11.407

GENERAL INSTRUCTIONS

PURPOSE OF THE REPORT

The Missing/Found Person Case Report & Youth Division Follow-Up is designed to record an officer's preliminary investigation and all necessary personal information relative to a person reported missing or found.

The Youth Division Follow-Up investigation will also be recorded on this report. The use of this report for purposes of additional information/follow-up investigation will be restricted to Youth Division personnel.

WHEN TO PREPARE MISSING/FOUND PERSON CASE REPORT & YOUTH DIVISION FOLLOW-UP

This report is used in all bona fide missing person cases. A missing person preliminary investigation requires the exercise of utmost tact by the reporting officer. The officer should determine discreetly and as best he can whether an adult left home of his own accord. If it is clear that an adult of sound mind left voluntarily, the officer should explain to the complainant that the police have no authority to act in such cases or to compel the adult to return home. In this instance a Miscellaneous Incident Exception Report, CPD-11.419, is prepared. If it is the determination of the officer assigned that the absence of the missing adult is unannounced, unexplained and a departure from ordinary habits, a Missing/Found Case Report & Youth Division Follow-Up is prepared. In the case of any missing juvenile, a Missing/Found Person Case Report & Youth Division Follow-Up is prepared. In every case, the appropriate square will be checked, either Missing or Found.

When a person of any age is found and is not cognizant of his own whereabouts, and cannot, without assistance, make contact with responsible persons having a concern for his welfare, a Missing/Found Person Case Report & Youth Division Follow-Up will be prepared.

When an incapacitated person, ill or injured, is transported by, reported to, or brought to the police, and is unable, because of his incapacity (illness, injury, physical, mental), to contact responsible persons having concern for his welfare, a Missing/Found Person Case Report & Youth Division Follow-Up will be prepared and the "Found" classification will be checked.

When Youth Division personnel conduct follow-up investigations into cases classified as Missing or Found, the "Follow-Up" square will be checked and the investigation recorded on the Missing/Found Person Case Report & Youth Division Follow-Up. The use of this report to record follow-up investigations and additional information pertaining to missing person investigations will be restricted to the Youth Division. The Supplementary Report (CPD-11.411-A or B) will be used by all other Department members for purposes of reporting additional information to a missing person case.

The shaded portions of the Missing/Found Person Case Report & Youth Division Follow-Up will not be completed by the preliminary investigator.

NOTE: In the event that a missing person case is reclassified to a crime, Youth Division personnel will use the Supplementary Report to properly reclassify the Missing/Found Person Case Report.

NOTE: A separate Missing/Found Person Case Report will be prepared for each bona fide missing/found person.

FORM PREPARATION - ORIGINAL REPORT

1. Check the appropriate square (only Youth Division personnel will check the Follow-Up square).
NOTE: Four digit I-UCR numeric codes are printed below the classification squares in this box of the report.
2. & 3. Self-explanatory.
4. Enter the Beat and/or Unit of Assignment.
5. Enter the Beat of Occurrence (the beat of occurrence is normally the location the person is missing from, in most cases this will be the address of residence. If the person is an out of town resident, the beat of occurrence will always be the beat of the Chicago address from which he is missing. In Found cases the beat of occurrence is the beat where the person is found).
6. Check the appropriate square. Enter the requested information as to how many times, for how long, where and who located, if the person has previously been reported missing. The "When" portion of Box 6 should indicate the last date the person was reported missing. Previous dates and information should be listed in the Narrative.
7. Enter Date and Time the original reporting officer arrived at the scene.
8. Enter the full name of the person reported missing/found. *Do not check the Correction square.*
9. Enter sex, race code number and age of the person. Note: Race code numbers are printed on the top stub of the report.
Enter the Date (Day-Month-Year) of Birth of the person.
10. Enter the place of birth of the missing/found person (City and State only).
11. Enter the Social Security Number of the missing/found person if known; otherwise enter UNK. or NONE.
12. Self-explanatory. Include area code, if applicable.
13. Enter missing/found person's maiden name, if applicable. Enter any nicknames, aliases or other names the subject is known to use.
14. Enter missing/found person's home address; include floor, apartment number or any other information which may be helpful in locating the residence.
- 15., 16., 17. Self-explanatory.
18. Enter the build of subject (thin, average, obese, etc.)
19. Enter the color of hair and how worn (short, medium, long, Afro, curly, balding, etc.)
20. Enter the color of eyes.
21. Enter the subject's complexion (pimply, fair, ruddy, dark, olive, etc.)
22. Note any skin disorders (acne, pockmarked, discolorations, rash, sores, etc.).

23. Enter any scars and/or tattoos and location on the body; describe tattoos, i.e., snake, eagle, ship, etc.
24. Self-explanatory.
25. Describe any medical/physical abnormalities (include growths, artificial limbs, amputations, birth defects, diseases or conditions; include, if possible, prescribed medication, i.e., insulin, Dilantin, etc.)
26. Enter any unusual mental/emotional state (include state of depression, agitation, retardation, etc.)
27. Condition when last seen should be indicated by checking the appropriate square (if "Other" is checked, describe in Narrative portion of report).
28. Self-explanatory.
29. Enter personal items carried by subject; include jewelry, luggage, money, or other personal possessions.
30. Self-explanatory.
31. & 32. *For use by Youth Division personnel only.*
33. Enter any hobbies or pastimes of the subject, i.e., eating, jogging, weightlifting, stamp collecting, movie buff, etc.
34. *For use by Youth Division personnel only.*
35. Enter subject's occupation: check appropriate square. If subject has more than one occupation, use box 38. Use actual job description, i.e., plasterer, truck driver, etc.
36. Self-explanatory.
37. Check appropriate square and enter the name of the educational institution if applicable.
38. Enter any other occupations engaged in by the subject, current or past.
- 39., 40., 41. *For use by Youth Division personnel only.*
42. Enter "hang-outs" or locations frequented by the subject, include name & address if known.
43. Close friends and/or associates should be entered only, if that particular person might be sought out by the subject in time of need during his absence. Include persons seen by subject on a regular basis.
44. Self-explanatory.
45. Enter the address from which the subject is known to be missing.
46. Self-explanatory. Include area code, if applicable.
47. Check appropriate squares to indicate if photographs and record documents are available. If any other recorded identifying documents are available, this information should be entered. Photographs and documents will be left with the complainant and NOT attached to the case report.
48. *For use by Youth Division personnel only.*
49. through 54. *To be used only in the case of a found person not previously reported missing.*
49. Enter type of location and/or premises where the person was found, i.e., street, tavern, bus terminal, airport, etc.
50. Enter subject's condition, physical or mental.
51. Enter cause of any injury or physical condition and how incurred.
52. Self-explanatory.
53. If the subject is transported, enter by whom.
54. Enter the location to where the subject was transported; include name of hospital or institution.
55. Enter the name of the person notified in the Missing Persons Section; include time of the notification.
- 56., 57. Self-explanatory.
58. through 61. *For use by Youth Division personnel only.*
62. The name of the missing person will be entered in the LEADS/NCIC computer systems by Missing Persons Section personnel. It will be necessary for the preliminary investigator to obtain the complainant's signature if the missing person is eighteen years of age and above. The signature is not required for a person under the age of eighteen. NOTE: "The person described above is missing" and "If the missing person is located beyond city limits, I (complainant) agree to arrange for his return transportation at my cost," must be checked. At least one or more of the following squares must also be checked: "Disability," "Juvenile," "Endangered," "Involuntary." If the juvenile is a ward of the state, this square must be checked. The complainant must then affix his signature and the date.

DEFINITIONS (Source Illinois LEADS Reference Manual)

DISABILITY, Physical - A person who is missing and is obviously suffering from a physical disability.

DISABILITY, Mental - A person who is missing and thought to be mentally disabled or is senile, thereby subjecting himself/herself or others to personal and immediate danger.

ENDANGERED - A person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.

INVOLUNTARY - A person who is missing under circumstances indicating that the disappearance was not voluntary or foul play was suspected, i.e., abduction or kidnapping.

JUVENILE - A person who is declared unemancipated as defined by the laws of his/her state of residence and is missing and does not meet any of the entry criteria set forth in the other categories.

NOTE: For the purpose of the preparation of this case report, the Chicago Police Department classifies a juvenile as being any person under the age of seventeen years of age.

63. Enter the printed name and star number of the officer completing the report, and the signature of the officer. Enter the number of extra copies required and their destination. Check "Continued on Reverse Side" square if necessary.

64. Enter the printed name, star number, and signature of a second officer, if any. Enter the date and time the investigation was completed.

65. Enter name, star number and signature of approving supervisor; enter date and time approved. If report narrative is contained on the reverse side, approving supervisor's signature, star number and date of approval is additionally required on the reverse side of the report.

66. Enter the RD number assigned to the report. Also record the RD number in the space provided on the reverse side of the report only when a narrative account is included on the reverse side of the report.

The Narrative portion is to be utilized only when an explanation or additional information necessary to the investigation is to be included. Do not repeat information already contained on the face of the report.

VICTIM INFORMATION NOTICE: This notice is Part 3 of the formset. Reporting officers will enter the RD number in the space provided and mark the appropriate square indicating which unit has follow-up responsibility and leave the notice with the complainant.

LOST AND FOUND CASE REPORT, CPD-11.408

GENERAL INSTRUCTIONS

PURPOSE OF THE REPORT

The Lost and Found Case Report is designed to record a sworn member's preliminary investigation of the loss of property of value where the cause is determined to be non-criminal (included in this category are losses of department property, i.e., ordinance complain books, stars/shields/badges, traffic citations, etc.). The report is also used to record the finding or recovery of property of value coming into custody of the department.

WHEN TO PREPARE A LOST AND FOUND CASE REPORT

A Lost and Found Case Report is to be used:

1. to record the complaint of a citizen as to the loss of any article of real or intrinsic value providing the loss occurred under circumstances where no recognizable criminal elements are present. If it appears logical that a crime was involved, the pertinent case report covering that type of crime should be used instead of the Lost and Found Case Report. For example, if a citizen reports the "loss" of both front and rear motor vehicle license plates, the theft of these plates should be presumed and a General Offense Case Report used to record the incident.
2. when a citizen turns over to the Department property of intrinsic value which has been found or when a Department member finds property of apparent intrinsic value, providing the circumstances do not indicate a criminal aspect or are otherwise excepted by Department directives.
3. when a citizen's entire billfold is reported lost.

Since a complete and detailed description of lost property is important to the recovery and return of the property to the rightful owner, reporting officers should endeavor to obtain all serial numbers and other identifying data. This information should be recorded in the Lost and Found Case Report.

WHEN NOT TO PREPARE A LOST AND FOUND CASE REPORT

1. The Lost and Found Case Report is not to be used if the reported loss involves articles of no intrinsic value such as a single automobile license plate and/or registration sticker. Instead, the incident should be reported on a Miscellaneous Incident Exception Report, CPD-11.419 (prepared in duplicate).
2. When a citizen reports the loss (not the theft) of an Illinois drivers license, he will be informed that such losses are to be reported directly by the citizen to a branch office of the Secretary of State, Motor Vehicle Division. A police report is not necessary when application is made for a duplicate drivers license. A record of such losses is maintained by the Office of the Secretary of State, Springfield, Illinois.
3. When a citizen reports the loss of an out-of-state drivers license, he will be advised to contact the license issuing authority in his state; a police report will not be completed in such cases.

REPORT PREPARATION

The numbers below refer to the box numbers on the reporting form. If known, include apartment, floor or room number whenever an address is requested.

1. Check one of the squares in the box.
Note: Four digit I-UCR numeric codes are printed below the squares in this box of the report.
2. Enter the date(s) and time or time span of occurrence.
3. Enter the date and time the reporting officer arrived on the scene.
4. Enter the Beat or Unit Assigned to the investigation.
5. Address of Occurrence. Enter the street number and name supplied by the complainant and/or investigation. If location cannot be identified by an address, show the distance and direction from a known point.
6. Enter the type and, when applicable, the name of location of occurrence (i.e., street, alley, gas station—Shell). Enter the appropriate Location Code. Codes are listed on the last page of the Incident Reporting Guide.
7. Enter the correct Beat of Occurrence using the current beat map.
8. Indicate type of property (watch, money, etc.).
9. Property taken into police custody must be promptly inventoried and the Property Inventory Number recorded here.
10. If the property contains a manufacturer's serial number, indicate this number in this box.
11. Record the value according to a conservative estimate of the loser or finder.
12. Enter the name(s) of the person(s) who is the loser, finder or reported the incident. Check appropriate square. If more space is required, identify the person and use Narrative. Print last name first, first name and middle initial, if any. Enter sex, race code number and age of the person(s). As a MINIMUM REQUIREMENT, if the identity of the person(s) is known, the sex of the person(s) must be entered. If loser/finder is a business, use the firm name. Note: Race Code Numbers are printed on the bottom of the report.
13. Enter the complete street address. Use the street address of the firm if a business. Include the name of the city if outside of Chicago. Enter the person's home and business telephone numbers.
14. Check one square only and enter the requested information, if applicable.
15. Enter the R.D. number assigned to the report. Also record the R.D. number in the space provided on the reverse side of the report only when a narrative account is continued on the reverse side of the report.
50. through 57. Preliminary investigators should make no entry in the area of the report headed "FOR USE BY BUREAU OF INVESTIGATIVE SERVICES."

80. Narrative. Give concise statement of the facts of the case. Do not unnecessarily repeat information already contained in any of the numbered boxes. If the address of occurrence is different from the address where the report is being made, so indicate in the narrative. Mark the square to the right, if the report is continued on the reverse side.
90. Indicate the number and recipient of extra copies required of this report. For normal distribution, check Normal square.
91. Enter date and time investigation was completed.
92. Enter printed name of officer completing the report, star number and the signature in the box below.
93. Enter printed name, star number and signature of a second officer, if applicable.
94. Approving supervisor enters his printed name, star number and signature when he approves the report. If narrative is continued on the reverse side, approving supervisor's signature and date are also required on the reverse.
95. Enter date and time the report is approved.

TACTICAL RESPONSE REPORT - FORM PREPARATION INSTRUCTIONS

This report will be completed in all reportable use of force incidents as defined in the Department directive entitled "Use of Force Guidelines."

PRINT OR TYPE ALL INFORMATION EXCEPT REQUIRED SIGNATURES. Complete all boxes; if not applicable, check or indicate "DNA" or "UNK," as appropriate. Boxes 1 through 38 and 70, 71, and 73 will always be completed. The reviewing supervisor will indicate review of the report by completing box 74. The watch commander or Assistant Deputy Superintendent will complete boxes 75 through 78. The watch commander will ensure that copies are distributed as noted in box 79.

Box 1-2: Record date, time, and address of incident.

Box 49-50: Complete information as requested. Proceed to box 70.

Box 3: Enter location code as indicated in the Incident Reporting Guide.

DISCHARGE OF FIREARM:

Box 4: Record beat of occurrence.

Box 41-48: Make appropriate selection and record information as requested.

Box 5-19: Record requested information about the involved member.

Box 50-69: Record information as requested.

Box 20-29: Complete boxes to record information about the subject. Check "DNA" box if appropriate.

ALL INCIDENTS:

Box 30: Indicate whether the subject was armed by checking the appropriate box; if "yes," record the type of weapon in the space provided.

Box 70-71: Record information as requested. ***Members will ensure that all identifying information regarding witnesses is recorded in the appropriate case report.***

Box 31-37: Record information as requested.

Box 72: Indicate which notifications were made. ***Members will ensure that all specific notification***

Box 38: Indicate the subject's actions prior to and during the use of force by checking all boxes that apply or specifying as necessary. Indicate the member's actions in response to the subject's actions by checking all boxes that apply or specifying as necessary. If appropriate, check the "DNA" box.

information (person notified, date and time notified, name of person notifying) is recorded in the narrative of the case report.

Box 40: Use only if necessary to record additional information or explanation from box 38.

Box 73: Reporting member will print his or her name and star number and sign in the space provided.

BOXES 39-69 (WITH THE EXCEPTION OF BOX 40) PERTAIN ONLY TO DISCHARGED WEAPON, TASER, OR OC SPRAY ON PASSIVE RESISTER INCIDENTS; ALL OTHER INCIDENTS, CHECK THE "DNA" BOX IN THE LEFT MARGIN AND PROCEED TO BOX 70 INSTRUCTIONS BELOW.

Box 74: The supervisor reviewing this report will ensure that it is legible and that boxes 1 through 73 are completed as appropriate. The supervisor will then print his or her name and star number, sign in the space provided, and record the date and time.

DISCHARGE OF OC SPRAY:

THE REVERSE SIDE WILL BE COMPLETED BY THE WATCH COMMANDER OR THE ASSISTANT DEPUTY SUPERINTENDENT, BASED ON THE TYPE OF INCIDENT.

Box 39: If a chemical weapon was used against the subject acting as a passive resister, indicate the name, rank, star number, and unit of the supervisor who authorized the use of the chemical weapon.

Box 75: The watch commander or ADS will record the subject's statement in this box. If the subject refuses to give a statement, that fact will be noted.

Box 41: Make appropriate selection. Proceed to box 70.

DISCHARGE OF TASER:

Box 76: The watch commander or ADS will list his or her reasons for the finding to be listed in box 77. This statement need not contain a synopsis of the incident, nor is it necessary to duplicate or repeat information found elsewhere in the report. If necessary, this section may be

Box 41-44: Make appropriate selection and record circumstances under which the Taser was discharged.

continued on a separate sheet of paper. "U" numbers, if obtained, will be recorded in this box.

- Box 77:** The watch commander or ADS will record the result of the investigation by checking one of the options listed. If the option is to initiate an investigation by the Office of Professional Standards or the Internal Affairs Division, the watch commander or ADS will record the C.R. number in the space given. If the investigation reveals that the use of force was proper, but that the involved member violated another Department regulation or policy, the watch commander or ADS will choose the "further investigation" option and explain the finding of the use of force investigation in box 76 separate from the other alleged violation.
- Box 78:** The watch commander or ADS will print his or her name, sign, and record the date and time the report was completed. The ADS will return the completed TRR to the watch commander conducting the preliminary investigation.
- Box 79:** The watch commander will ensure that the original of the TRR is forwarded as indicated and that attachments are indicated and packets created and distributed as noted.
- Box 80:** Record information as requested, indicating the total number of TRRs generated for this incident.

AUTOMATED TRR TIP SHEET

What is the Automated TRR?

The new Automated TRR system replaces all paper-based Tactical Response Reports. All report filing and approvals must be completed through this system. The system is located on the Intranet Services Home Page under the link entitled "Personnel Suite."

Can a supervisor do it for someone else?

Supervisors are to complete an A-TRR for another Department member **ONLY IF THAT DEPARTMENT MEMBER IS UNABLE (i.e. incapacitated) TO COMPLETE IT FOR THEMSELVES.**

How do I delete a TRR?

If an A-TRR was created in error, or duplicate, the record in question must be Submitted, Reviewed, and then Deleted by a Lieutenant or above. The "Delete" option will be available from the "Approve TRR" screen.

Do I have to get a CB number?

The system requires that a CB number be obtained if the subject is in custody. In the event that a Central Booking number CANNOT be created for an offender in the normal fashion, a "tracking number" may be used instead. If the district is not yet using Automated Arrest, then the number can be pulled by any district lockup. This number may be used to satisfy the Automated TRR's requirement for a CB number, as the tracking number will be the same as the CB. The tracking number is a CB which has yet to be posted. In order to obtain this "tracking number" lockup personnel must complete a number of fields (marked with an "X" on Diagram 1 –next page), and save the record. **If this is done, the arresting officers must insure that the personnel in the final lockup/detention facility are made aware of and furnished with this number.** Those who are using Automated Arrest can fill in a few boxes and simply click "Save," the tracking number will then be issued. **A tracking number can be obtained in either case- even if the arrestee is female, or is injured.**

What if the arrestee won't give his information?

Lockup personnel may still furnish a tracking number as before, but they must check "Demographics Refused," and fill in the other boxes as noted in Diagram 2 (Next Page). Those using Automated Arrest simply save the record as indicated before- and once they get to the demographics page they can check the "Demographics Refused" box as well.

Diagram 1: Obtaining a Tracking Number

Printed by: [User] Date: [Date] Page: [Page]

OFFENDER Demographics Refused? ☐ Status: ☐

Track # CS # Date Holding Facility X

MR Last Name First Middle Suffix

Nickname Alias Last First SSN

SLUG # State

Birth Date Sex Eye Color Complexion

Age Race Hair Color Employment

Mark Place Height Mark Style School

Weight Complexion Resided Abroad?

Dependent Children?

SCARS/MARKS Type Location Description Scar/Mark Photograph?

ADDRESSES County of Arrest: Location Code:

Street # City Street Name Apt # City Zip Code St. Phone # Mail

Arrest Residence Business

Printed by: [User] Date: [Date] Page: [Page]

OFFENDER Demographics Refused? ☐ Status: ☐

Track # CS # Date Holding Facility X

MR Last Name First Middle Suffix

Nickname Alias Last First SSN

SLUG # State

Birth Date Sex Eye Color Complexion

Age Race Hair Color Employment

Mark Place Height Mark Style School

Weight Complexion Resided Abroad?

Dependent Children?

SCARS/MARKS Type Location Description Scar/Mark Photograph?

ADDRESSES County of Arrest: Location Code:

Street # City Street Name Apt # City Zip Code St. Phone # Mail

Arrest Residence Business

Diagram 2: "Demographics Refused"

Printed by: [User] Date: [Date] Page: [Page]

OFFENDER Demographics Refused? ☒ Status: ☐

Track # CS # Date Holding Facility X

MR Last Name First Middle Suffix

Nickname Alias Last First SSN

SLUG # State

Birth Date Sex Eye Color Complexion

Age Race Hair Color Employment

Mark Place Height Mark Style School

Weight Complexion Resided Abroad?

Dependent Children?

SCARS/MARKS Type Location Description Scar/Mark Photograph?

ADDRESSES County of Arrest: Location Code:

Street # City Street Name Apt # City Zip Code St. Phone # Mail

Arrest Residence Business

Printed by: [User] Date: [Date] Page: [Page]

OFFENDER Demographics Refused? ☒ Status: ☐

Track # CS # Date Holding Facility X

MR Last Name First Middle Suffix

Nickname Alias Last First SSN

SLUG # State

Birth Date Sex Eye Color Complexion

Age Race Hair Color Employment

Mark Place Height Mark Style School

Weight Complexion Resided Abroad?

Dependent Children?

SCARS/MARKS Type Location Description Scar/Mark Photograph?

ADDRESSES County of Arrest: Location Code:

Street # City Street Name Apt # City Zip Code St. Phone # Mail

Arrest Residence Business

AUTOMATED TRR TIP SHEET **ATTENTION SUPERVISORS**

Two new questions have been added to the Automated TRR/OBR to insure data quality. On the "CREATE TACTICAL RESPONSE REPORT" screen, supervisors will be asked: "Is the Involved Member able to enter the TRR himself/herself?"

A supervisor can enter a TRR for another Department member if they are incapacitated- otherwise the Department member should complete their own TRR. If the member is not yet in the Automated TRR system (not yet in the pilot for example), but is otherwise able to complete the TRR- then they should use the paper form.

The screenshot displays a web browser window with the address bar showing a URL. The main content area is titled "Involved Member" and contains several fields and dropdown menus for data entry. Below this, there is a "Case/Subject Information" section with fields for Case No., RD No., and Event No. The interface includes a standard menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with various icons. The status bar at the bottom shows the taskbar with several open applications including "AUTOMATED TR...", "Involved Mem...", "Microsoft Excel...", and "Help - Microsoft L...".

Involved Member

* Is the Involved Member able to enter the TRR himself/herself?

Star No. Emp No. * Name

Sex Assigned Unit No. Position

Race Detailed Unit No. Date of Birth

Date of Appointment Height Weight

Beat of Assignment

* Duty Status * Was the Involved Member's firearm discharged?

* Member Injured? * Was the Involved Member's firearm discharged only to destroy an animal?

* Member in Uniform? * Was there an accidental discharge with no one injured and no other report?

* Is the subject in custody?

Case/Subject Information

TIP Enter either the CB No., RD No. and/or Event No. and click on the "Get" button.
Note: To enter an Event No., enter the 5 digits provided by OEMC

Related CB No.

RD No.

* Event No.

AUTOMATED TRR TIP SHEET **ATTENTION SUPERVISORS**

The second new question is on the "Review TRR" screen. The supervisor will be required to answer YES or NO to whether he/she approves the response to **"Did the Subject assault, batter, or use deadly force against the Involved Member?"** This question determines whether an Officer Battery Report is required. If you determine that the response to the question is accurate, simply choose "Yes." If not, then scroll to the bottom of the screen and click the "Reject" button, and let the Involved Member know of any changes that they need to make.

[illegible]

For any questions regarding technical problems with the application, please contact the Help Desk at 5-5500.

WORTHLESS DOCUMENT CASE REPORT, CPD-11.415

GENERAL INSTRUCTIONS

PURPOSE OF THE REPORT

The Worthless Document Case Report is designed to record an officer's preliminary investigation of an incident involving the making, passing, or use of any altered, forged, or fictitious document with intent to defraud. The document itself, the manner in which it is made or altered, and the method by which it was made, passed or used-all are important items for recording on this form. The data recorded on this form will be used to connect the offense with others committed by the same person through comparison of methods of operation (modus operandi).

WHEN TO PREPARE A WORTHLESS DOCUMENT CASE REPORT

This report form is to be used in all bad checks and all cases where the elements involve the making, passing, or using of any fraudulent document (including counterfeit U.S. currency) with intent to defraud any person or organization of cash, valuables or personal services. Attempts will also be recorded on this form.

REPORT PREPARATION

The numbers below refer to box numbers on the reporting form. If known, include apartment, floor or room number whenever an address is requested. Print rather than write. Use ballpoint pen with black ink.

1. Shown is the pre-printed offense category.
 2. Check the appropriate square as referred to in the Incident Reporting Guide CPD-63.451. Note: the four digit I-UCR Offense Code is pre-printed on the form.
 3. Enter the beat or unit assigned to the investigation.
 4. Enter the correct beat of occurrence using the current beat map.
 5. Enter the R.D. number assigned to the report. Also record the R.D. number in the space provided on the reverse side of the report only when a narrative account is continued on the reverse side of the report.
 6. List the address of the initial transaction where the document was actually delivered. Record the exact address including the building, room, or apartment number.
 7. Indicate the date and time the incident occurred as nearly as this can possibly be determined.
 8. Record the date and time the reporting officer arrived to take the report.
 9. Name of victim. Print last name first, first name and middle initial, sex, race code number and age of the victim. If the victim is unwilling to provide the data, the officer will make an entry based on his judgment (race code numbers are printed on the bottom margin of the report). If victim is a business, use the firm name. If there are additional victims, list their names (last name first, first name and middle initial) at the beginning of the Narrative in column form.
 10. Record the complete street address including the building, room or apartment number. Use the street address of the firm if a business. Include the name of the city, if it is outside of Chicago.
 - 11,12. Enter the victim's home and business telephone numbers.
 13. If the person reporting the offense to the police is the victim, indicate this with the word "victim." Otherwise record the full name as explained under box 9. Enter the sex and race code number of the person reporting the offense to the police.*
 14. Record the resident address of the person reporting the offense to the police if other than the victim. If the incident is being reported by the victim, leave blank.
 - 15-20. Self-explanatory.
 21. Print last name first, first name and middle initial, if any, of available witnesses, their sex and race code number. If there are any additional witnesses, list their names, addresses, and telephone numbers in the narrative.
 22. Record the resident address of the witnesses including the city, if outside of Chicago.
 - 23,24. Self-explanatory.
 25. Show the victim's occupation, such as an attorney, druggist, housewife, etc. If the victim is a firm, show the nature of the business, i.e., bank, tavern, etc.
 26. Indicate the type of location/premises where the offense occurred, such as currency exchange, business office, bank, etc. Enter the appropriate location code in the space provided. Note: location codes are listed on the last page of the Incident Reporting Guide and the General Offense Case Report booklet cover.
 27. Show the color of the document involved.
 28. Self-explanatory.
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- *Note: If the identity of a person reporting, accepting the document, or witnessing the offense is known, the sex of the person MUST be entered.

29. Indicate the method of preparing the document (i.e. hand, typed, rubber stamped, computer generated).
30. If evidence (i.e. checks, ID's, deposit slips, withdrawal slips, etc.) can be secured for the follow-up investigator by the victim, leave the evidence with the victim unless an arrest is made.
31. Self-explanatory.
32. Record the bank routing number of the check, which is found at the bottom of the check.
33. Record the checking account number of the check, which is found at the bottom of the check.
34. Record the name of the bank or other financial institution on which the fraudulent document is drawn.
35. Record the address of the bank or other financial institution on which the fraudulent document is drawn.
36. Record the name written on the face of the document which is the drawer's name.
- 37-40. Self-explanatory.
41. If this involves a document returned by a bank or other financial institution, indicate the reason why the document was not honored.
42. Record the type of property or service obtained by means of the fraudulent document. If a vehicle was purchased, notify the Auto Desk.
43. The value of the property obtained fraudulently should be recorded here, using the victim's conservative estimate.
44. List the offender's name, number of offenders if more than one and if the offender is in custody.
- 45-52. This section is used by the investigating officer to record the description of the offender. Note: as a minimum requirement, if the offender is named, the sex of the offender **MUST** be named.
53. List the address of the offender.
54. List the type of I.D. used during the transaction (state the I.D., D.L., social security number, work I.D., etc.).
55. List the offender's I.D. numbers.
56. List the C.B/I.R. number of the offender.
57. Indicate the availability of photographs of the offender, videotapes of the transaction or if the offender was required to leave an inked fingerprint on check.
58. Record the available data as to any motor vehicle used by the offender.
59. **Narrative.** Use this section and the back of the form as needed to furnish additional details not provided for in the boxes above and to describe the manner in which the offense was committed, following generally the instructions on the form. If the reverse side of the form is used for additional details, the box "Continued on Reverse Side" is to be checked. Record any statement of the offender during the approach or attempt to pass a worthless document which the person who accepted the document might remember. What is needed here, if it is available, is some comment by the offender which might be peculiar to the method of operating, and thus connect the offender and the current offense with other similar offenses. Also record a statement from the offender indicating how the offender came to be in possession of the document and why the offender intended to defraud the victim. Even an exculpatory statement may be used against the offender.
60. Self-explanatory.
61. Indicate the number and recipient of extra copies of this report. For normal distribution, leave this box blank. If an automobile is purchased fraudulently, send one copy to the Auto Theft Section.
62. Enter the date and time of the investigation was completed.
63. Enter the printed name, star number and signature of the officer completing the report.
64. Enter the printed name, star number and signature of a second officer, if any. If no second officer is assigned, leave this box blank.
65. Enter the printed name, star number and signature of the supervisor approving the report. Enter the date and time the report was approved. If the narrative is continued on the reverse side, approving supervisor's signature, star number and date of approval are additionally required on the reverse side of the report.

**VEHICLE THEFT CASE REPORT, CPD-11.412
GENERAL INSTRUCTIONS**

PURPOSE OF THE REPORT

The Vehicle Theft Case Report is designed to record an officer's preliminary investigation of a vehicle reported stolen. Include attempted auto thefts in this category.

WHEN TO PREPARE A VEHICLE THEFT CASE REPORT

A Vehicle Theft Case Report is to be used by any officer making a preliminary investigation of a bona fide vehicle theft, attempted theft, theft and recovery, or the recovery of a vehicle which was stolen outside of Chicago.

The dispatcher will be notified in every instance where the theft is apparently bona fide so that a preliminary steal card with the V.I.N., license and other pertinent information can be made.

This notification should be made immediately on all thefts so the information is entered in the computer and is available to make other officers aware of the theft.

In the event the recovery of a locally stolen vehicle occurs during the preliminary investigation, the fact should be recorded and the classification changed to "Theft and Recovery."

Vehicles taken in other crimes (i.e., robberies, burglaries, deceptive practices) will be reported on the appropriate case report. The dispatcher should be notified as in a normal vehicle theft.

FORM PREPARATION

The numbers below refer to box numbers on the reporting form. If known, include apartment, floor and room number whenever an address is requested.

1. Enter the secondary classification.
2. Enter the four digit I-UCR offense code.
3. If this is a Foreign Recovery, this should be the address of the recovery.
If this is a Theft & Recovery, insert the address of theft here and address of recovery in box 34.
4. Enter the date (s) of occurrence and time or time span of occurrence.
If Foreign Recovery, this box should be the date of recovery. In all other cases, this is the date the theft occurred.
5. Enter the correct beat of occurrence using the current beat map. If Foreign Recovery, this should be the beat of recovery.
6. Enter the type and, when applicable, the name of location of occurrence (i.e., street, alley, gas station-Shell).
7. Enter the appropriate Location Code. Codes are listed on the reverse side of the report.
8. Enter the date and time the reporting officer arrived at the scene.
9. Enter the beat or unit assigned to the investigation.
10. Be specific (i.e., '80 Olds Cutlass, 2 door, black/red).
- 11., 12. Check appropriate square.
13. V.I.N. Insert the vehicle identification (serial) number.
NOTE: On motorcycles, note the identification number present on the frame. Do not enter the engine number.
Legibility of alpha and numeric digits of the V.I.N. is very important. Do not enter the victim's drivers license number. Start in the first space on the left, enter one character per space.
14. Enter the alpha/numeric state license number and the abbreviated name of the issuing state. When known, include the month and year of the license expiration.
- 15., 16. Check appropriate square.
17. Enter the alpha/numeric city license number and the name of the issuing city. Include the year of license expiration.
18. Check appropriate squares. A check in the YES square of any one of the three subsections is sufficient to require notification of the dispatcher. Report in the Narrative the document examined to verify the number.

19. If the victim believes he knows his state license number or V.I.N. but does not have documentation, check the given number with the dispatcher or through a land or mobile terminal for verification. If the information is confirmed, check it as verified in the report.
20. Indicate type and location of damage.
21. Record here accessories which are unusual or extra.
22. Self-explanatory. Use Narrative, if additional space is required.
23. Print last name of registered owner first, then first name and middle initial if any. If registered owner is a business, use the firm name. Enter address of registered owner, including Zip Code. If a business, enter the company address. Be specific with address, include apartment number if applicable.
24. Enter sex, race code number and age of registered owner, if not a firm (race codes are listed on reverse side of report) -

NOTE: The racial and ethnic categories for victims and offenders are defined as follows:

- 1 - Black: A person having origins in any of the black racial groups of Africa.
- 2 - White: A person having origins in any of the peoples of Europe, North Africa, or the Middle East.
- 3-4 Black-Hispanic/White-Hispanic: A person who is black or white and, in addition, is of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin.
- 5 - American Indian or Alaskan Native: A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
- 6 - Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands; this area includes, for example, China, India, Japan, Korea, the Philippine Islands, Samoa, etc.

The category which most closely reflects the individual's recognition in his community should be used for purposes of reporting on persons who are of mixed racial and/or ethnic origins. If the individual refuses to answer, it is up to the reporting officer to make a judgment.

25. Enter the owner's home and business telephone numbers. If non-resident, obtain local telephone number. Include area code and extension with telephone numbers if applicable.
26. Enter the name, address and telephone numbers of the person who reported the offense. If victim is self-reporting, enter VICTIM in box 23.
27. Enter the name, address and telephone numbers of the person last driving the vehicle. If victim was the person last driving the vehicle, enter VICTIM in box 24.
28. through 31. Self-explanatory. Be specific with address, include apartment number if applicable. If non-resident, obtain local telephone number. Include area code and extension with telephone numbers if applicable.

32. Be specific, list time, address and/or telephone number if available.
33. Enter alleged offender's name and/or alias; if unknown, give clothing description. If more space is required, identify as Offender and use Narrative.
Enter home address (if known) of the offender.
Enter sex, race code number, age and physical description of the offender.
Enter C.B., Y.D., or J.D.A. if an offender is arrested.
Enter total number of offenders.
34. through 40. To be filled out on all reports in which box I is checked as being a "Theft & Recovery" or a "Foreign Recovery."
41. Narrative: List here the results of the preliminary investigation including any information which would assist the detective.
Do not unnecessarily repeat information already contained in the numbered boxes. Otherwise, give a concise statement of the facts of the case. If address of occurrence is different from the address where the report is being made, indicate in the Narrative.
When preparing the report, inform the owner/complainant that, because the vehicle may be legally parked when recovered, he must indicate at the time the original report is being prepared whether he wants to:
 - a. authorize the police to tow the vehicle when it is recovered.
Explain that authorization for the Department to tow a stolen vehicle upon recovery in Chicago will involve payment of towing and storage fees before the vehicle can be released; or
 - b. be notified when the vehicle is recovered.
Explain that the owner /complainant will bear all risk of loss, and the Department will make no special effort to protect the vehicle until the owner recovers it.Request that the owner/complainant sign the report.
If the owner /complainant is willing to sign the report and indicates that he wants the vehicle towed by the police, you will:
 - a. check square 1 entitled "Owner /Complainant requests Police Tow."
 - b. have the owner/complainant sign his name in the space provided as authorization for the tow of his vehicle.

If the owner/complainant is willing to sign the report and indicates that he wants to be notified of the recovery, you will:

- a. check square 2 entitled "Owner/Complainant requests Notification."
- b. have the owner/complainant sign his name in the space provided. The signature will serve as notification that the owner/complainant has been informed of his option.

If the owner/complainant refuses to sign the report, you will:

- a. check square 3 entitled "Options Given-Signature Refused."
- b. report this refusal to the Communication Operations Section dispatcher as "Owner/Complainant requests Notification."

Mark the square to the right, if the narrative is continued on the reverse side.

42. Enter printed name of officer completing the report, star number and signature.
43. Indicate the number and recipient of extra copies required of this report. For normal distribution, check Normal square.
44. Enter printed name, star number and signature of a second officer if applicable.
45. Enter date and time investigation was completed.
46. Approving supervisor enters his printed name, star number and signature when he approves the report. Enter date and time report is approved.
If Narrative is continued on the reverse side, approving supervisor's signature and date is also required on the reverse.
47. Enter the R.D. number assigned to the report. Also record the R.D. number in the space provided on the reverse side of the report ONLY when a Narrative is continued on the reverse.

Preliminary investigators should make no entry in the area of the report headed "FOR DETECTIVE DIVISION USE ONLY."

VICTIM INFORMATION NOTICE: This notice is Part 3 of the formset. Reporting officers will enter the R.D. number in the space provided and mark the appropriate square indicating which unit has follow-up responsibility for the reported offense and leave the notice with the victim.

NOTE: IT SHOULD BE MADE CLEAR TO THE COMPLAINANT THAT DETECTIVES WILL CONTACT HIM ONLY IF ADDITIONAL INFORMATION IS REQUIRED OR HIS FURTHER ASSISTANCE IS NEEDED. COMPLAINANT WILL BE NOTIFIED WHEN THE VEHICLE IS RECOVERED.

